Approving Purchase Orders

Every Purchase Order must be approved before it can be printed and sent to the supplier. Also the funds are not committed until the approval process is carried out.

**PLEASE NOTE:** If you have a high enough purchasing limit, you do not need to send the Purchase order onto to someone else to approve. Just leave the **Forward** box **unticked** and click on the **OK** button.

**To approve or forward your purchase order**

1. Click in the **Reserve** field.

2. Click in the **Submit for Approval** field.

3. Click in the **Forward** check box as in the example above.

4. This will un-grey the other boxes and your name will default into the box marked **Forward From**.

5. The Approval Path will start with your department code so enter **XX** and press tab. Choose **XX_Purchasing** from the two options available.
6. Enter the surname of the person you wish to approve the order into the **Forward To** box (in upper case) and press the tab key.

7. Click **Print**. There is a set up you can complete so that you don’t have to tick the print box as the system will automatically print the order for you. Refer to Appendix C.

8. Click **OK** and a note advising you ‘Your Budgetary Control action completed successfully’ will display, just click **OK**.

9. Your purchase order status will change to Approved, Reserved if you approved it yourself. Or to In Process if you forwarded it to someone else.