

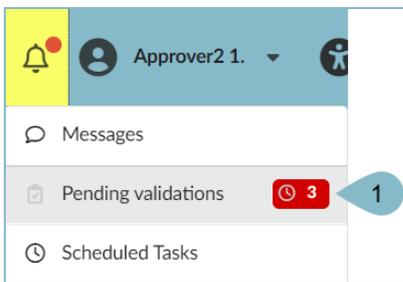
Approving/Rejecting Requisitions

This document is a quick reference guide for procurement users who need to review and approve requisitions in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

There is a single workflow for reviewing and approving purchase requisitions. This workflow includes budget validation checks through an AFIS interface, and a defined approval path that is catered towards each agency's needs. The approval workflow will account for all necessary approvals and once the approvals have been completed, a purchase order will be automatically created.

Approving Requisitions

1. Approvers will receive an email notification that a requisition is pending approval.
2. Log into app.az.gov
3. Navigate to the **Bell** icon on the top right corner of the screen and select **Pending Validations**.



4. On the My Pending Validations page, open the requisition by clicking the **Pencil** icon.
5. Review the information in the following sections: **Header**, **Ship to**, and **Items** (including Budget Information).



Please note this is read-only information.

6. To modify the Budget Information, click the **Pencil** icon for each line item requiring an update.
7. On the pop up window, the approver can adjust the **Item/Service**, **Costs**, and **Budget Information**.

Budget Information

Budget Allocation - Minimum Required Fields For Successful Encumbrance

- If allocation elements, Accounting Template or Function are blank, then dimensions marked as bare minimum to process the requisition will be mandatory in AFIS
- Those bare minimum allocation elements are: Budget Fiscal Year, Unit, Fund, Appr Unit, Object, Task and Agency (AFIS - Department)

Allocations

+ Allocation Remaining To Allocate: 0.00 USD

Copy Line(s)

Allocation ID	%	Pretax Amount (USD)	Tax	Organization	Organization	Fiscal Year	Budget Fiscal Year*	Function	Object	Department Object
1	100.00 %	25.00		State Procurement Office	Arizona Department of Administration	2024	2024	SPO6300000 - CO OP-STATE PURCHASING	2024, 7321 - 7321 - Office Supplies	732100 - Office Supplies

1 Record(s)

8. Once complete, click **Save & Close**
9. After reviewing the requisition, click **Approve** or **Reject** (If you select **Reject** a Comment is required before you can click **Confirm** in the reason box).



A rejected requisition will go back to the requisitioner, they will be able to make adjustments and resubmit for approval.

10. Once you have approved the requisition, it will move to the next approver or become a purchase order. To check the status of a requisition, navigate to the **Workflow** tab of the requisition to see where it is in the process.

Resources

Click the link below for more information on the requisition creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-grgs-176>