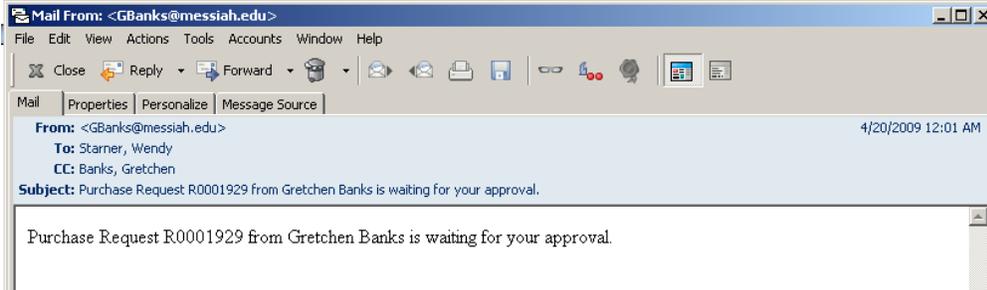


APPROVAL PROCESS

The approval routing is pre-defined to various levels within organization budgets. Once a requisition has been processed an email is sent to alert designated persons that a requisition requires their approval.



The following steps must be taken.

1. Open **MC Square** using Internet Explorer or Firefox. Under the **Home** tab, select **Self-Service Main Menu**. Select **Finance** from the main menu and **Approve Documents**.

Approve Documents

Enter Approval Parameters

User ID:

Document Number:

Documents for which you are the next approver
 All documents which you may approve

2. The default is "Documents for which you are the next approver". Click **Submit Query**. This will bring up the document for you to review.

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID	GBANKS	Gretchen Banks
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Another Query	REQ				GBANKS	36.00	DOC	R0001929	History	Approve	Disapprove

3. Select the **Document Number** to display the details of the document for your review. You may also click on **History** to see who has initiated the requisition and who has approved prior to coming to you for approval.
4. Return back to the Approve Document page by using the “Go back one page” arrow at the top left of the screen.
5. You must click **Approve** or **Disapprove**. This will give a message stating the requisition has been approved/disapproved.

Approve Document

Document Information

Document Number:	R.0001929	Type: REQ
Change Seq#		Sub#
Amount:	36.00	

Comment:

This document has been approved.

6. In order for the process to be complete you **MUST** click the **Approve/Disapprove Document** button to the left.
7. If approved, the requisition is forwarded to the next approver or to Purchasing if you are the final approver.
8. You will receive an email acknowledging your approval/denial.
9. A final email goes to the initiator indicating the purchase requisition has been approved or denied.