This reference guide outlines how to check requisition approval status, including past, current and future approvals.

1. A list of your requisitions can be found under Orders → My Orders → My Requisitions.

You can also click My Requisitions in the Shortcuts menu (at the bottom of your screen).

2. On the results page, the Requisition Status column indicates if the requisition is currently pending approval or completed workflow.

3. Click into the requisition number to open the requisition.

4. Navigate to the Approvals tab on the left-hand navigation menu to see the approval workflow.

5. Completed approvals will be indicated with a completed icon. You will also see the individual(s) who approved the requisition.

6. Pending approvals will be indicated with a pending icon. To view the current approver(s), click View Approvers.

7. Future approvals will be indicated with a future icon. Similar to current approvals, selecting the View Approvers link will show you all approvers yet to approve the requisition. An approver is notified of a requisition to approve only when they are the active approver.