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 the Requisition Number to open the requisition.

5. Navigate to the What’s Next? section on the far right to see the approval workflow.

• Completed approvals will be indicated as ‘Approved’. You will also see the individual(s) who approved the requisition.

• Pending approvals will be indicated as ‘Active’.

The gray arrow in the workflow step will point to the right to indicate the current step in the approval workflow.

• Future approvals will be indicated as ‘Future’.

*An Approver is notified of a requisition to approve only when they are the active approver.