How to Approve (or Deny) a Requisition

1. Login to MOSAIC
2. Select the arrow located next to Mosaic Home
3. Choose the ‘My Work’ screen
   Note: This may be in a different position on your screen, depending on the modules you use.

5. Click the **Requisition** under the column entitled ‘Link’
When you click the link from the Work List you are taken directly to the Requisition Approval screen. Here you can see more details about the requisition.

6. Review the information. To see more details click ‘Select All’, then click ‘View Line Details’.
A new internet window (or tab) will open with the full charge information:

*Here you can verify the cost and account.*

7. Return to the Requisition Approval screen (to return either close the tab, or click on the 'My Work' tab.
8. Check *Attachments*, these are: quotes, sole/single source forms, or other correspondence that has been attached to the Purchase Requisition as support.

Again, a new tab will open with the attached documents.
Once you have reviewed these, return to the 'My Work' tab.
You’re now ready to approve or deny the requisition.

9. Select the line item(s) you wish to approve, or ‘Select All’ if you wish to approve all lines at once.

10. Click on the ‘Approve’ button.

Tip: You may also ‘Deny’ the requisition if you have found something that needs to be changed, and/or provide comments to the requestor.

If you add comments and ‘Deny’ the Requisition, it will still be removed from your workload, and will return to the initiator for correction.