Approving a Requisition

When a Requisition is submitted and requires your approval, you will receive an email notification. The email will contain a link to open the Requisition in MACBUY.

**Accounting Codes**

<table>
<thead>
<tr>
<th>Chartfields</th>
<th>MAC01 - McMaster University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>20 - Operating Fund</td>
</tr>
<tr>
<td>Account</td>
<td>6000005 - Office Supplies</td>
</tr>
<tr>
<td>Department</td>
<td>10376 - eProcurement</td>
</tr>
<tr>
<td>Program</td>
<td>30015 - Special Projects</td>
</tr>
<tr>
<td>PCBU</td>
<td>-</td>
</tr>
<tr>
<td>Project</td>
<td>-</td>
</tr>
<tr>
<td>Project Activity</td>
<td>-</td>
</tr>
<tr>
<td>Analyze Type</td>
<td>-</td>
</tr>
<tr>
<td>Resource Type</td>
<td>-</td>
</tr>
</tbody>
</table>

**Ready to approve, reject or assign this document to yourself?**

Take Action

**Additional Information**

**Summary Details**

Blanket/Service Order: No
Purchasing BU: MAC01 - MAC01
Comments: (0)

**Other Possible Approvers**

Teresa Carmel Weilson

**Shipping Address**

ATTN: Sally Shopper
BLDG/ROOM: 101
237 Barton St. East
MCMASTER-HAMILTON GENERAL HOSP RECV
Hamilton, ON L8S 2C2
Canada

You can also access your pending approvals by going to Orders > Approvals > Requisitions to Approve.
Quick Approval Process

If you do not need to review the Requisition details before approving, click the CHECK BOX.

If you need see more detail of the Requisition details before approving, click the SQUARE w/ ARROW box.

Standard Approval Process

For standard approvals, the Approver opens the Requisition, reviews the details, and then approves the order.

**to make adjustments to the Requisition (ie. Chartfield, ship to) you will need to follow this step:

1. Open the Requisition by clicking on the Requisition No. link on the left side of the page.

2. After you’ve reviewed the order and are ready to approve, click on the Requisition link, and from the drop-down menu, select Approve.