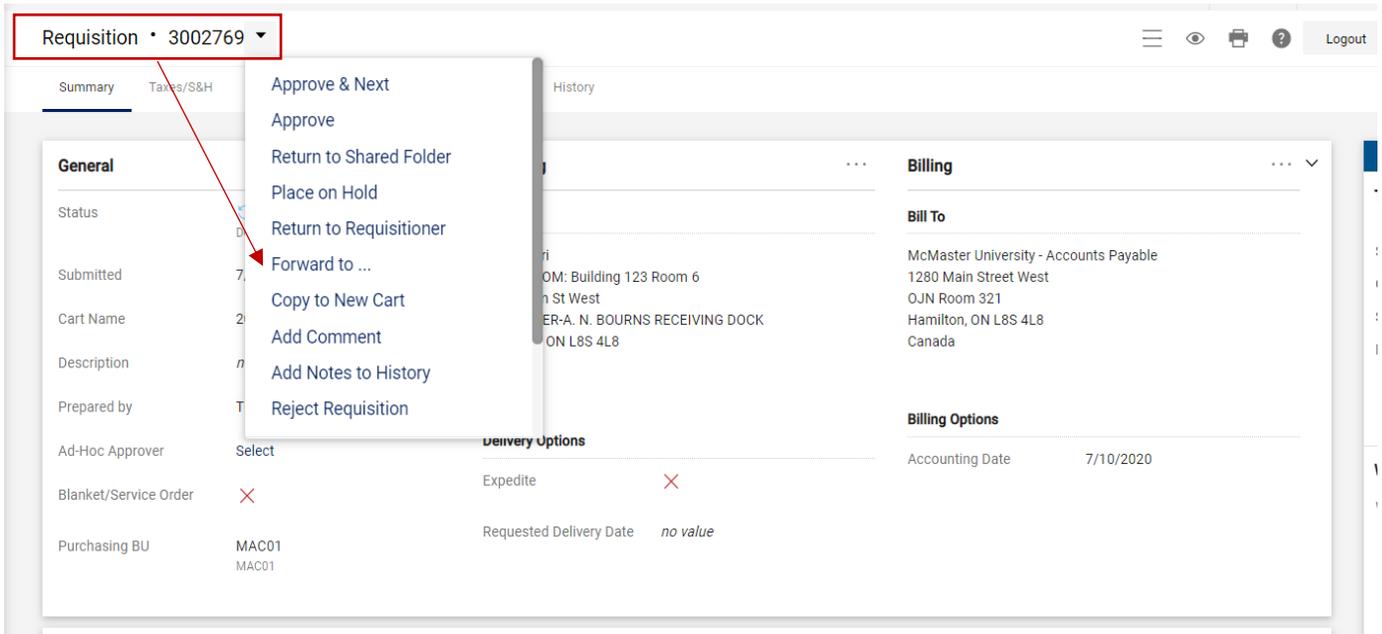


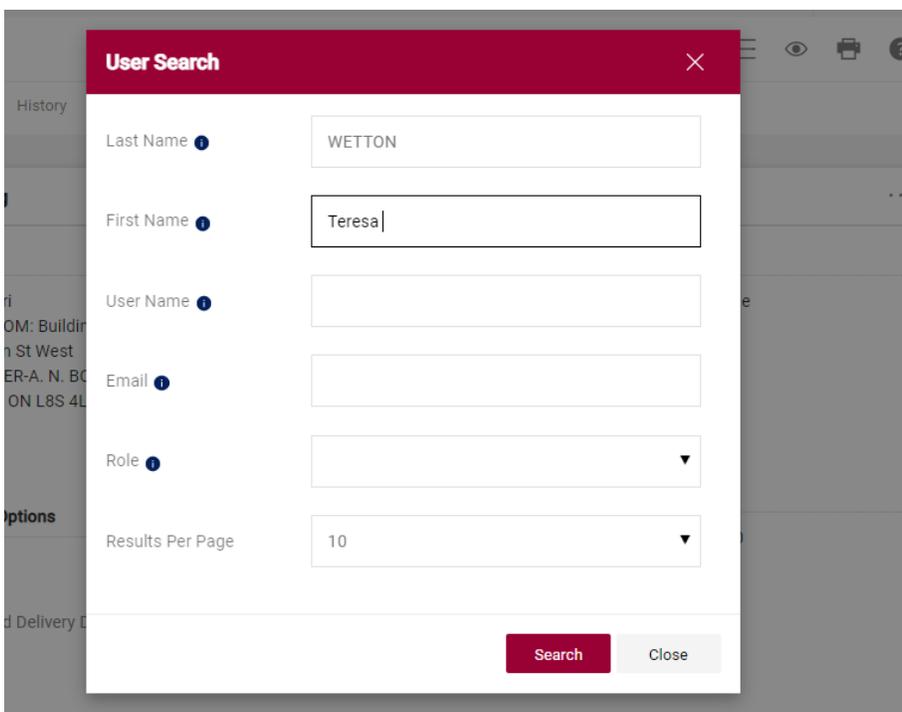
## Forward a REQUISITION

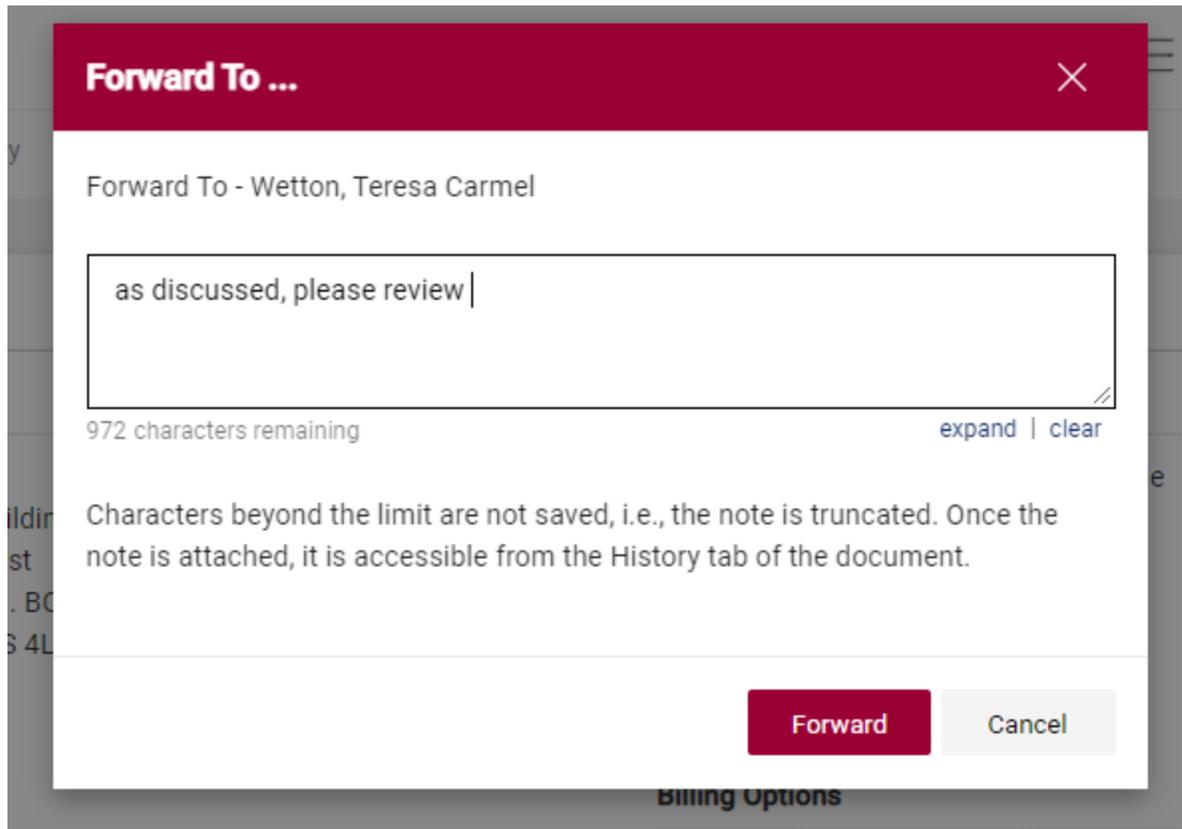
If you need to send a Requisition to another Approver, you can forward it to them.

1. **Open the Requisition**, click on the Requisition link, and from the drop-down menu A new set of options will now be available; select **Forward to**.



2. A user search window will appear. Search for the user using the name, username, or email address. Enter a note and press the **Forward** button.





The user will receive an email and in-system notification to approve this Requisition.