

Electronic Requisition Current F.A.Q.'s

1. **How will I know if I am a requestor or approver?** If you enter requisitions into Banner then you are a requestor, sometimes also called an initiator. If you have a job role that is listed on the approval chart [here](#), then you are an approver. Security access will not allow someone to be both a requestor (initiator) and approver.

Requestor

1. **As a requestor, will I see any changes to how I enter a requisition?** No, there will be no changes to the requisition entry screen. However, you will need to be clear and concise in your commodity descriptions in order to give the approver(s) the needed information to evaluate your request. This may mean that in some cases Item Text will be necessary.
2. **Why are we changing the approval process for requisitions?** The Executive Council has approved this change and some of the benefits to the electronic approval process include reducing paperwork necessary for completion of the procurement cycle, allowing for faster turnaround of approvals, and promoting budgetary responsibilities across departmental levels.
3. **How will I know that a requisition has been approved or disapproved?** You will receive email notification for each approved or disapproved requisition that you enter. You may also view the requisition approval history through the View Documents screen in Self Service Banner.
4. **Will it take longer for me to see a PO appear in my inbox with this new process?** A requisition that requires no bidding or additional research by Procurement or Travel will be produced most often within one business day after the requisition has been given final approval. It will be important for you to use View Documents to track your requisitions through the approval process and reach out to approvers if necessary.
5. **What if I change my mind about a requisition and want to remove it from the approval process?** You may remove a requisition that you have entered by disapproving the requisition and contacting Procurement or Travel to have the requisition deleted. The only way to remove a requisition from the process is for it to receive final approved or be disapproved. You will also need to reach out to the approver and let him or her know the requisition has been removed from the approval queue.
6. **Can I email Procurement or Travel if I need a change made to a requisition as it is turned into a PO?** You may email these requests, but if the change results in additional approvals being needed for the requisition, then you will be asked to disapprove it and re-enter the requisition to allow for all required approvals to be given.
7. **Does this electronic approval process apply to any other finance documents?** No, the only documents that are currently traveling through this process are requisitions. Please continue to send signed hardcopy Departmental PO's to Accounts Payable for processing.
8. **Did the University purchase additional software to facilitate these approvals?** No, the approval process flows through the existing Banner software.
9. **Who can I call if I have questions about this process?** Please contact Procurement Services at 479.968.0269 or purchasing@atu.edu with any questions.
10. **What do I need to do if my department is not clearly stated on the approval chart?** Some departments do not easily fit within the parameters listed on the approval chart. However, approval queues will be setup to accommodate each department's structure and budgetary supervision.

Approvers

1. **Why are we changing the approval process for requisitions?** The Executive Council has approved this change and some of the benefits to the electronic approval process include reducing paperwork necessary for completion of the procurement cycle, allowing for faster turnaround of approvals, and promoting budgetary responsibilities across departmental levels
2. **As an approver, what changes will I see in the approval process?** Depending on your job role, you may find that you are more involved in the approval process than ever before, as more approvals will be required per requisition.
3. **How will I know that I have approvals waiting?** You will receive email notification when a requisition enters your approval queue and reminder notification 2x daily at 7 a.m. and 12 Noon.
4. **Can I access the Approve Documents page from my smart phone?** Yes, you can review, approve or disapprove waiting requisitions from your smart phone or any other device that allows for access to Self Service Banner.
5. **Did the University purchase additional software to facilitate these approvals?** No, the approval process flows through the existing Banner software.
6. **Does this electronic approval process apply to any other finance documents?** No, the only documents that are currently traveling through this process are requisitions. Please continue to send signed hardcopy Departmental PO's to Accounts Payable for processing.
7. **Who can I call if I have questions about this process?** Please contact Procurement Services at 479.968.0269 or purchasing@atu.edu with any questions.
8. **What do I need to do if my department is not clearly stated on the approval chart?** Some departments do not easily fit within the parameters listed on the approval chart. However, approval queues will be setup to accommodate each department's structure and budgetary supervision.
9. **As an Approver, what am I being asked to approve?** Your approval issued through this process demonstrates your agreeance to purchase the good or service detailed on the requisition using the FOAP information listed on the requisition. You will not be expected to monitor the requisitions for any additional compliance than you are at present. Procurement and Travel Services will continue to review each requisition with a critical eye for compliance to University and State policy, regulation, and law.