

Coming Soon!

Electronic Requisition Approvals

- When:** Scheduled start date-**August 1, 2019. Training sessions to begin June 25 and run through July.**
- What:** The approval process for all requisitions (procurement and travel) entered into Self-Service Banner (SSB) will transition to an electronic process that will be facilitated exclusively through SSB. Procurement and Travel will no longer gather approvals, rather these approvals will be granted via SSB by designated approvers, such as Department Heads and Deans. [See chart located here.](#)
- Why:** This approval process will promote budgetary responsibilities across departmental levels and reduce the amount of paperwork necessary for completion of the procurement cycle.
- Who:** If you hold a position listed on the approval chart, or if you enter requisitions, mark your calendar for one of the training sessions held in late June and July. [See training schedule here.](#) No registration required. We expect each session to last 1-1.5 hours.

How will this affect my daily work?

As an **initiator** (person who enters a requisition), your requisition entry must be clear and concise to allow the approver the information needed to make a decision. As an **approver**, you will now be taking an active role in the approval process for funds encumbered from your budget(s) through the requisition process. [See current F.A.Q.'s list here.](#)