Approving Requisitions

Approving using the Purchasing Bubble (POUPPR screen)

Click on the Create Purchasing Requests link inside the Purchasing Bubble.

Click on the Workflow Bar in the Action Column.
Find your PR# under the *Workflow* bar on the left and click on it.

*Direct Tasks* = Office Manager Role  
*Indirect Tasks* = Other Approval Roles

The PR# details will populate in both of the Panels after being clicked on.