Quick Reference Guide

Researching Requisition Workflow Status

In This Guide

✓ Reviewing pending requisitions
✓ Reviewing requisition approvals

This guide demonstrates how to review pending requisitions and view approvers for each approval step. This allows users to check their own requisition status without involving another party.

1. From the LSU GeauxShop homepage, access your pending carts by clicking your name and selecting My Pending Requisitions link. This will take you to the document search.

2. Click on the requisition number to open the requisition.
3. Click the **PR Approvals** tab.

4. To view the approvers, click the **view approvers** link.

5. After reviewing the approvers, click the **Close** button.

   You have successfully reviewed the workflow status of your requisition.