Finalize Requisition and Submit for Approval

In this Guide

- Finalizing a requisition
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This guide demonstrates how to finalize the requisition and submit for approval.

Procedure

1. On the active cart page, click the Proceed to Checkout button.

2. Click the Final Review segment of the process flow diagram to complete your review. If needed, click the Edit button to make updates as required.

3. Click the Submit Requisition button.
A confirmation message will appear, along with a summary of your requisition.

LSU GeauxShop will send an email notification to the shopper notifying them that their order has been processed.

LSU GeauxShop will also send email the approver(s) to approve the requisition, if necessary.

You have successfully finalized a requisition and submit that requisition for approval.