

**Q: HOW CAN I CHECK THE APPROVAL STATUS OF A REQUISITION I SUBMITTED?**

**A: PROCESS HISTORY TAB**

**Check On the Approval Status of a Requisition**

1. From the View Requisition screen, scroll down to the Service/Good line.
2. Click on the Process History tab.

**Step** refers to the approval steps in a Requisition.

- Note that only some steps will be necessary. If a step is not necessary, the column info will indicate "Not Required."

**Status** will tell you if a step is approved or waiting for approval.

- Approved means the step has been approved.
- Awaiting Approval means the step is still waiting for approval. Refer to the Person column to view who is responsible for the approval.

**Completed On** indicates the date a step was completed.

- If the row information is blank, that means either the step is not required, or the step has not been completed yet.

**Person** indicates who is responsible for the approval.

- You can click on the Related Actions button by a person's name to view their contact information.

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Requisition Event	Requisition Event	Step Completed	10/23/2024 03:58:36 PM	10/30/2024	Erin Dillon
Requisition Event	Approval by Business Asset Tracking Specialist	Not Required		10/30/2024	
Requisition Event	Approval by UAMS Cost Center Requisition Approver Level 1	Approved	10/23/2024 06:55:59 PM	10/25/2024	Shannon Hughen Giger (UAMS Cost Center Requisition Approver Level 1)
Requisition Event	Review Requisition	Approved	10/29/2024 08:15:27 AM	10/25/2024	Michael Chapa (Requisition Sourcing Buyer)