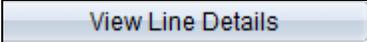
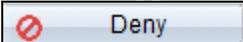


## Second Approver: Approving and Denying Requisitions

Step	Action
1.	After the First Approver approves a requisition, an e-mail will be sent to the Second Approver notifying them they have a requisition to review.  Click the <b>Message link</b> from the Approval Request notification e-mail.
2.	Enter your <b>Login ID</b> and <b>Password</b> .  Click the <b>Sign In</b> button. 
3.	To view requisition information, click the <b>Select All / Deselect All</b> option. 
4.	Click the <b>View Line Details</b> button. 
5.	Review requisition information. Click the <b>Close X</b> button to return to the approval page. 
6.	Enter the desired information into the <b>Comments</b> field.
7.	Click the <b>Approve</b> or <b>Deny</b> button. 
8.	Your approver box will display <b>Approved</b> or <b>Denied</b> . If approved, the Purchasing Director status box will display the pending action.  An e-mail will be sent to the requestor indicating the status of the requisition.
9.	<b>End of Procedure.</b>