



Second Approver: Pushback Requisitions

Procedure

1. Click the **Message link** from the Approval Request notification email.
2. Log in with your **ID** and **password**.
3. To view requisition information, click the **Select All/Deselect All** option.
4. Click the **View Line Details** button.
5. The requisition information displays. Click the **Close** button on the tab or window when complete.
6. Enter the desired information into the **Enter Approver Comments** field.
7. Click the Pushback button.
8. The requisition will be pushed back to the First Approver. The First Approver will receive an email notification.
9. **End of Procedure.**