

Submit Requisitions for Approval

Purpose: Use this document as a reference for submitting requisitions for approval in ctcLink.

Audience: Finance staff.

 You must have at least one of these local college managed security roles:

- ZZ Requisition Entry

You must also set these User Preference Definitions:


- [User Preferences: Requisition Entry](#)
- [Requester Setup](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

Submit Requisitions for Approval

Navigation: Purchasing > Requisition > Add/Update Requisitions





1. The Requisitions search page displays. Select the **Find an Existing Value** tab.
2. Enter the **Business Unit**.
3. Use the Search Criteria to find an existing **Requisition ID**.
4. Select the **Search** button.
6. The **Maintain Requisitions** page displays.
7. Select the **Submit For Approval** icon that looks like a box with a green checkmark.

 Recommend selecting the **Budget Pre-Check** (paper with glasses) icon to check budget status prior submitting for Approval. If Budget passes Budget Check, the Budget Status changes from 'Not Chk'd' to 'Prov Valid'.

Maintain Requisitions

Requisition

Business Unit: WA000
 Requisition ID: 0000000750
 Requisition Name: FSOCC Registration- N. Overby

Status: Open  
 Budget Status: Not Chk'd  
☐ Hold From Further Processing

Header

*Requester: 101047823 Micah Kelly
 *Requisition Date: 10/19/2023
 Origin: ONL
 *Currency Code: USD
 Accounting Date: 10/19/2023

Card Number: *****4885 (VISA)
 Expiration Date: 03/31/2027
☒ Use Procurement Card

Amount Summary

Total Amount: 500.00 USD

Add Items From

Purchasing Kit Item Search
 Catalog Requirer Items

Select Lines To Display

Search for Lines
 Line: To: Retrieve

Line

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Use ProCard	Status
1		FSOCC Registration	1.0000	EA	963	500.00000	500.00	<input checked="" type="checkbox"/>	Open

View Printable Version
 View Approvals
 Delete Requisition
 *Go to ...More...





Save Return to Search Previous in List Next in List Notify Refresh

- The **Status** will change from Open to **Pending** and the Submit for Approval button will go away.
- Select the **View Approvals** link to preview approval workflow.




Maintain Requisitions

Requisition

Business Unit: WA140
 Requisition ID: 0000011043
 Requisition Name: MUSIC JK SMITH

Status: Open  
 Budget Status: Prov Valid  
☐ Hold From Further Processing

Header

Status: Pending 
 Budget Status: Prov Valid  

- Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the link to [Submit Requisitions for Approval](#). This link will open in a new tab/window.