

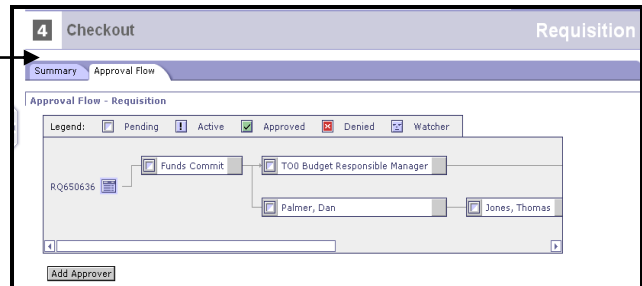
HOW TO Add Approvers in PASS

Version 01.01

Purpose: To confirm PASS requisition approvers for the procurement of products or services from District suppliers.

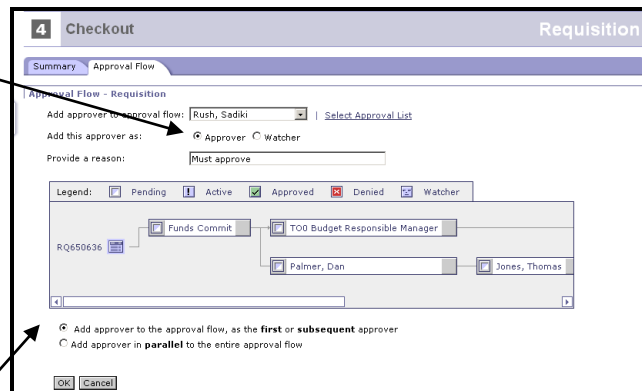
Review the succession of approvers defaulted by selecting the Approval Flow tab.

Note: The default Approval Flow is based on pre-set approval business rules within PASS.



Add a user or role to the Approval Flow. Provide a reason for the approver or watcher.

Note: A role (e.g., AP Specialist) may be added instead of a user name when the Approver knows the type of person that should review the request, but does not know a specific name. A Watcher receives a requisition for information purposes only, (i.e., a Watcher cannot approve or reject a requisition).



Select where in the process this user receives the requisition.

Click OK to add the new Approver or Watcher to the Approval Flow.

Approver/Watcher added.

