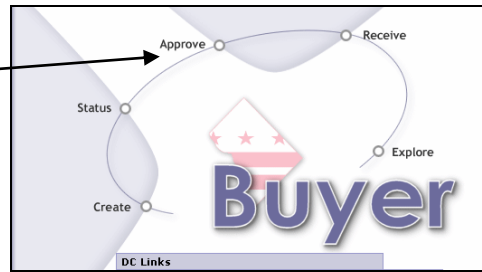


HOW TO Approve a Request

Purpose: To approve or reject a requisition submitted through PASS requiring approval.

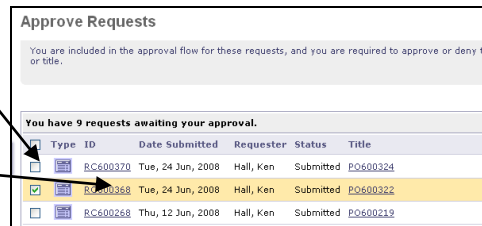
Log into PASS and click Approve on the Swoosh screen.



Select the request to be approved by checking the appropriate box.

OR

View detailed information about the request by selecting the ID of the requisition.



From any screen within the request, click **Approve**.



Add comments to the Approved or Denied request, if necessary. Then click OK to process the approval.



HOW TO

Approve a Request

Version AP200 v01

The following table lists the screens within a Request.

Form	Displays key information and comments regarding the original request
Approval Flow	Displays the steps in the approval process and how far the request has proceeded through those steps
Orders	Displays orders that have been placed related to the request
Receipts	Displays receipts at the District of Columbia related to the request
History	Provides tracking for all of the activities surrounding the request