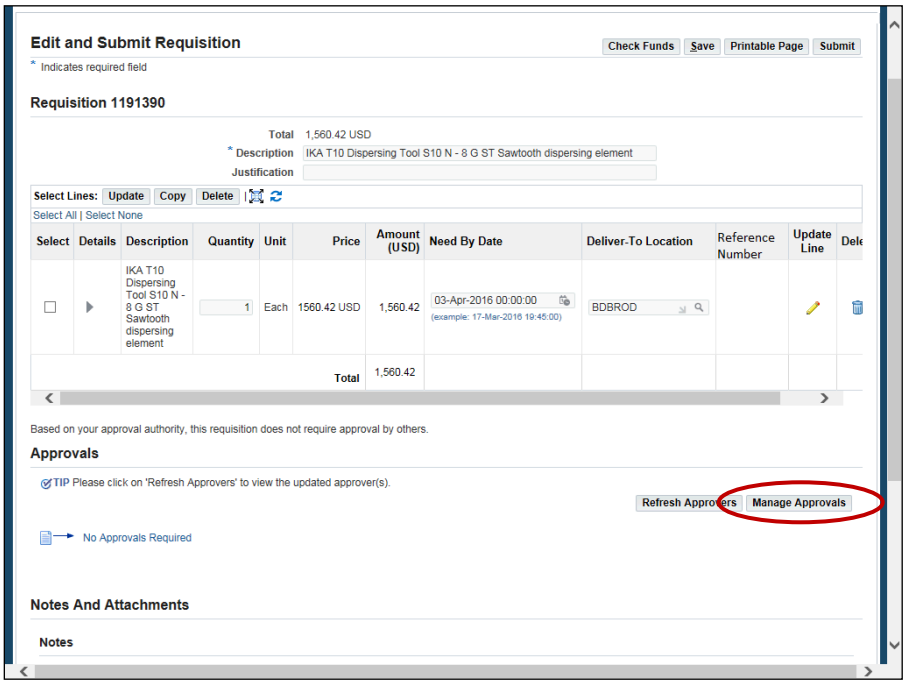
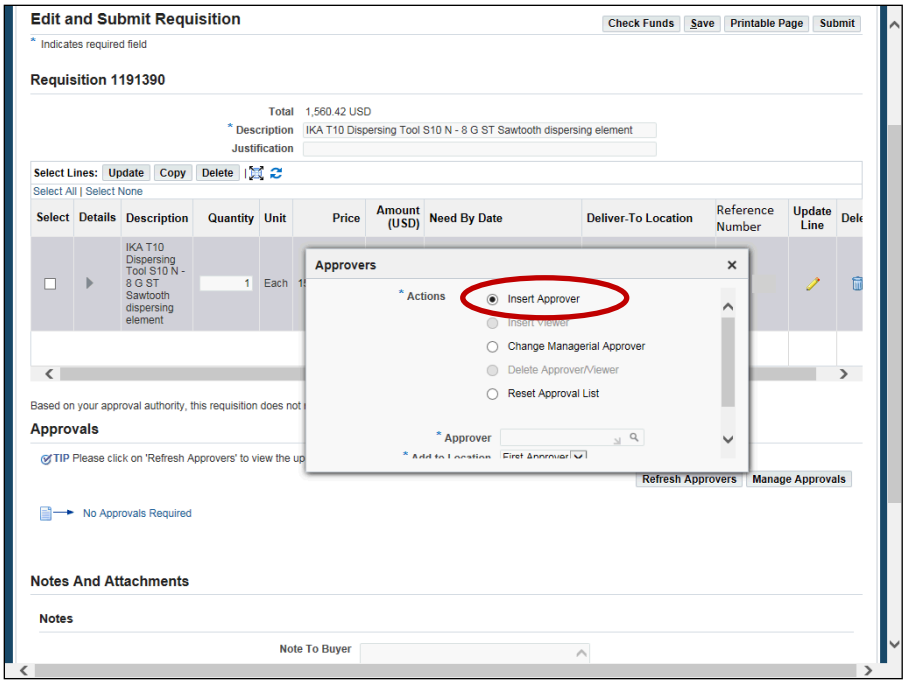
How can I add or change an approver on a single purchase requisition?

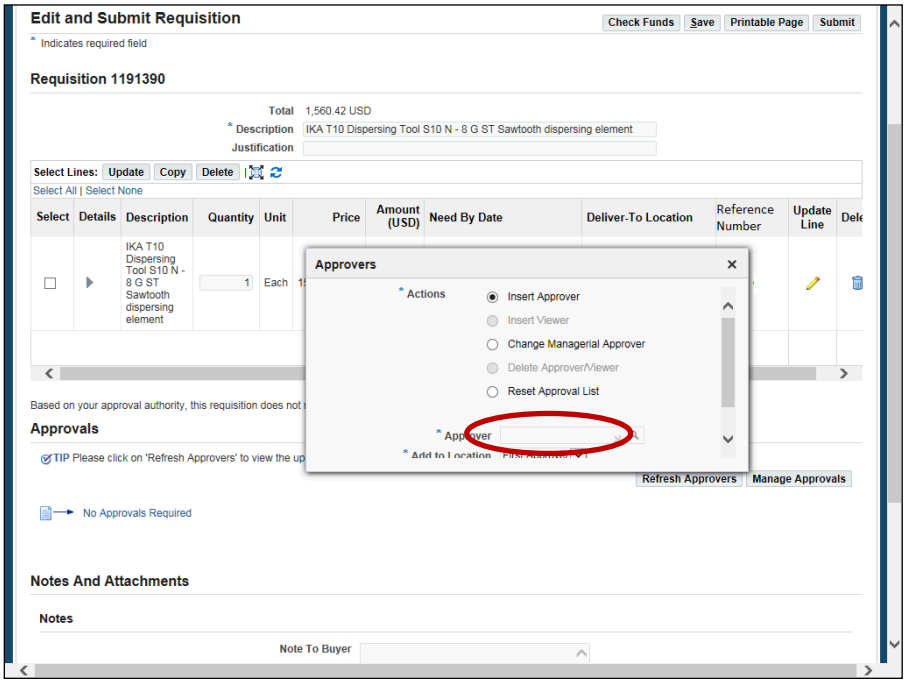
Step	Action
1.	Once you have returned to the Integrated System, you have the option to change the first approver or add an approver. From the Edit and Submit Requisition page, click on the **Manage Approvals** button.



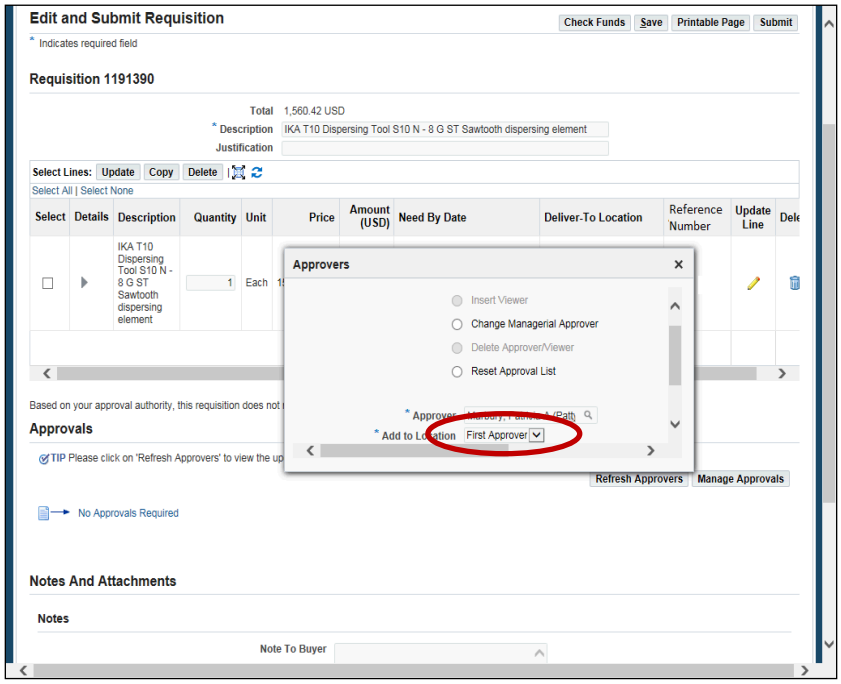
Step	Action
2.	To add another approver, click the **Insert Approver** button.



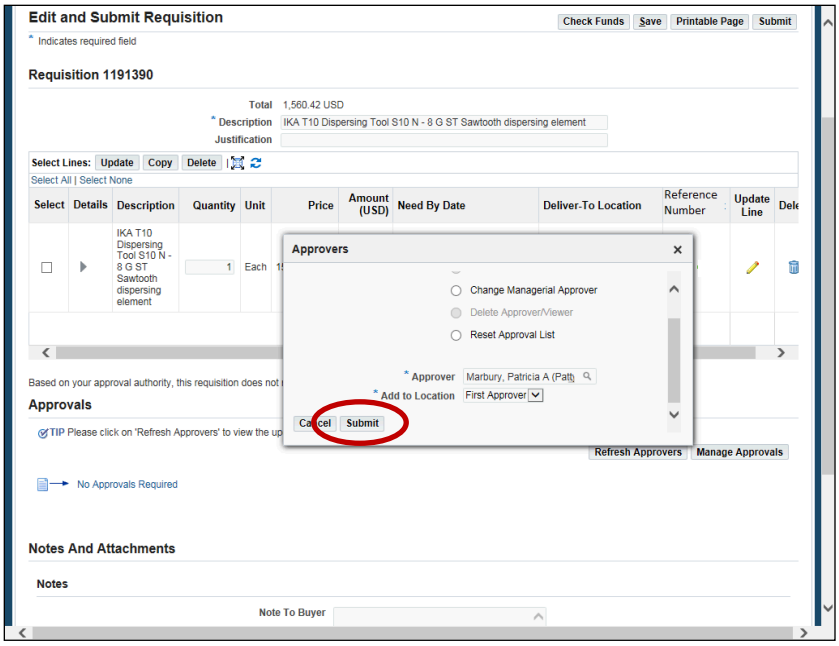
Step	Action
3.	Select the new approver. You can click on the search icon, or type in the person's name (last name first) and press the [Tab] key.



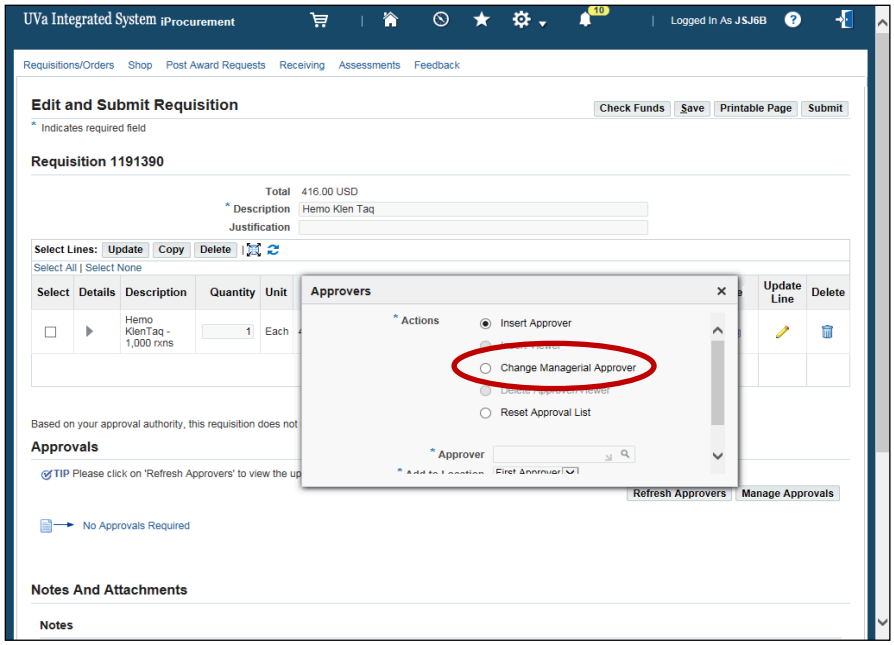
Step	Action
4.	The Add to Location defaults to First Approver. You may change this have the additional approver listed after your current approver by selecting from the drop down arrow.



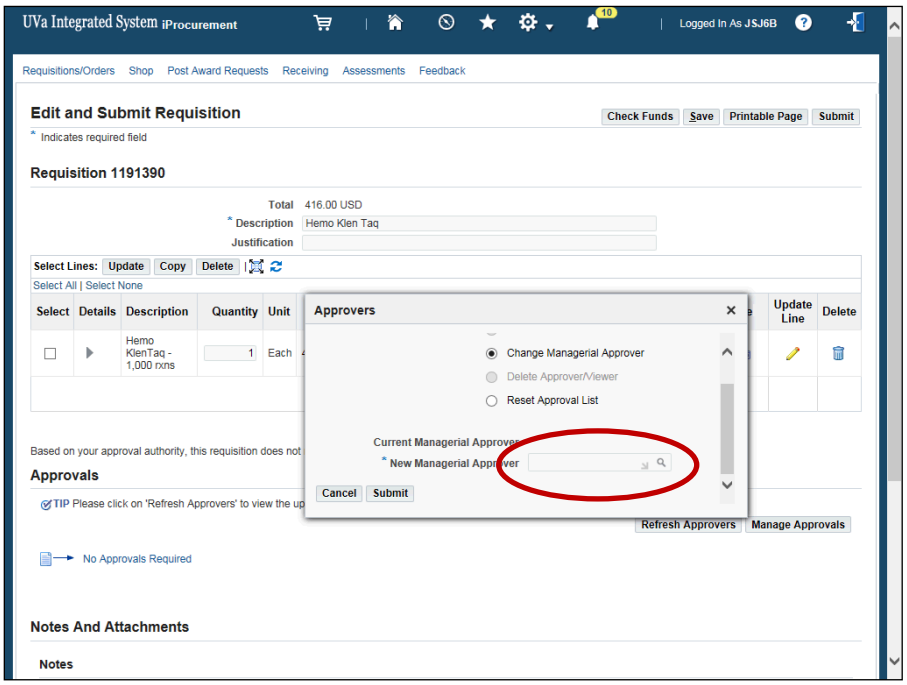
Step	Action
5.	Click on the **Submit** button.



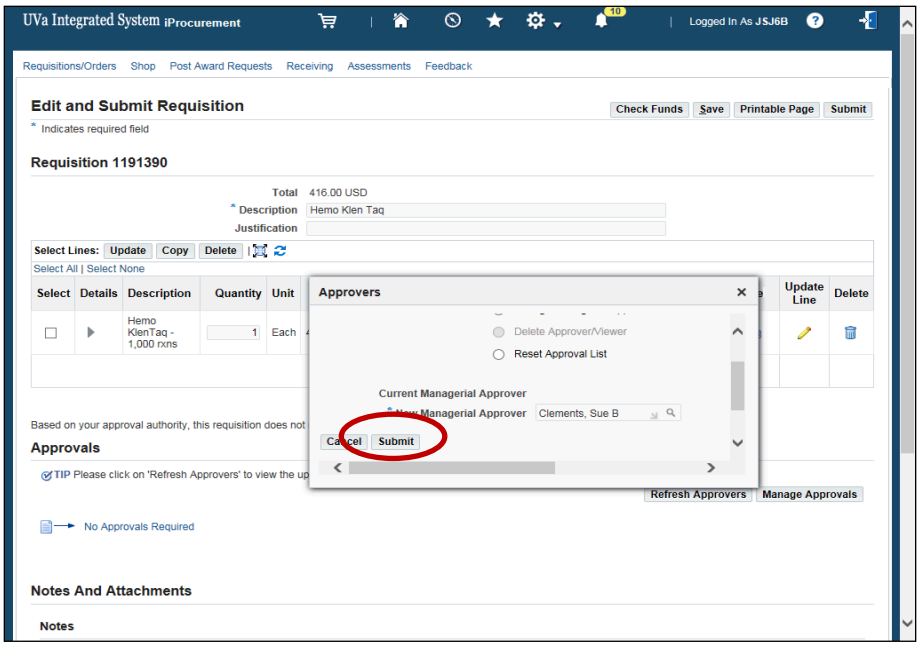
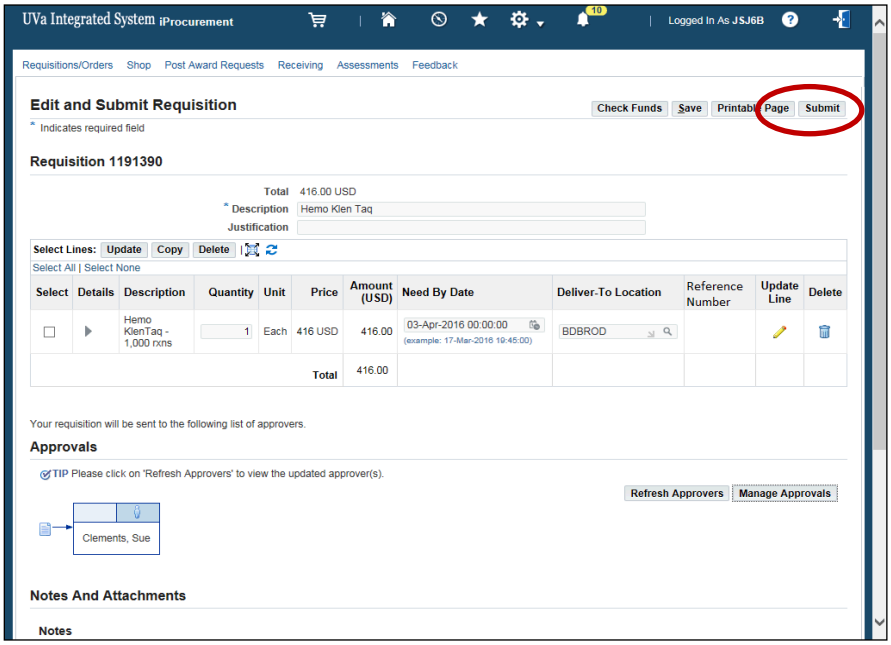
Step	Action
6.	If you wish to change the first approver (current approver will NOT receive requisitions for approval), click on the **Change Managerial Approver** radio button.



Step	Action
7.	Select the new managerial approver. You can click on the search icon, or type in the person's name (last name first) and press the [**Tab**] key. Click in the **New Managerial Approver** field.



Step	Action
8.	Click on the **Submit** button. Your requisition will now route to this person for approval. Changing the first approver can be used when your default approver is out of the office to ensure that your requisition and order proceed without delay.



Step	Action
9.	Click on the **Submit** button in the upper right-hand corner of the Edit and Submit Requisition form once you are satisfied with your approver list to route the requisition for approval.