# BobcatBUY: Payment Request Approver

Description

Once the Payment Request form has been submitted by the user, the Department Approver will receive notification in their Action Items that the Payment Request Form is awaiting approval. The Action Items list (located in the top banner) displays all action items assigned to you and may include price files to review, pending user registrations, and forms that require your approval.

Approving Payment Request

Approver Notification and Action

The action items icon [flag], located in the top banner displays all action items that are assigned to you. If you have items awaiting your action, there will be a number beside the icon. Action items are grouped together by task.

To open up your Form Request Approvals, click directly on the Action Flag, then click the task group Form Request Approvals.
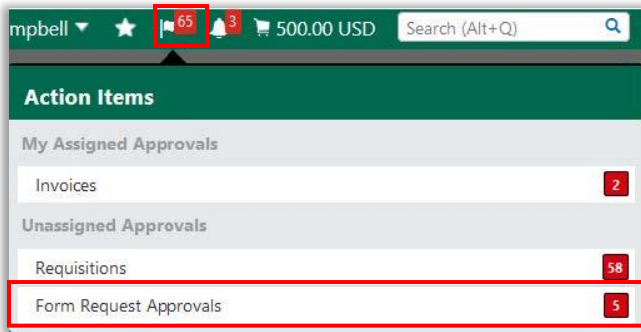
Approver Notification and Action

Click the Payment Request Form Number to open the form.

Navigate through each tab to confirm all information entered is correct (such as correct supplier, correct amount to be paid, correct accounting codes, correct payment request type and correct documents are attached i.e., invoice and supplier documentation if applicable).
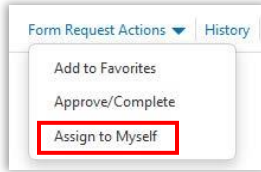
- Details
- Supplier
- Supplier Details
- Check Request Information
- Codes

Approve, Forward, Return or Reject the Payment Request Form

To approve the Payment request form:

1. In the upper right corner click Form Request Actions.
2. From the drop-down click Assign to Myself.

3. Select Form Request Actions and select from the list your desired action, to Approve/Complete, Forward to, Put Request on Hold, Reject or Return to Requester, or Return to Shared Folder.