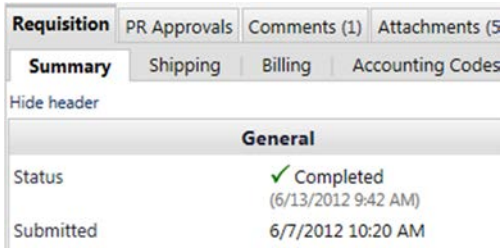
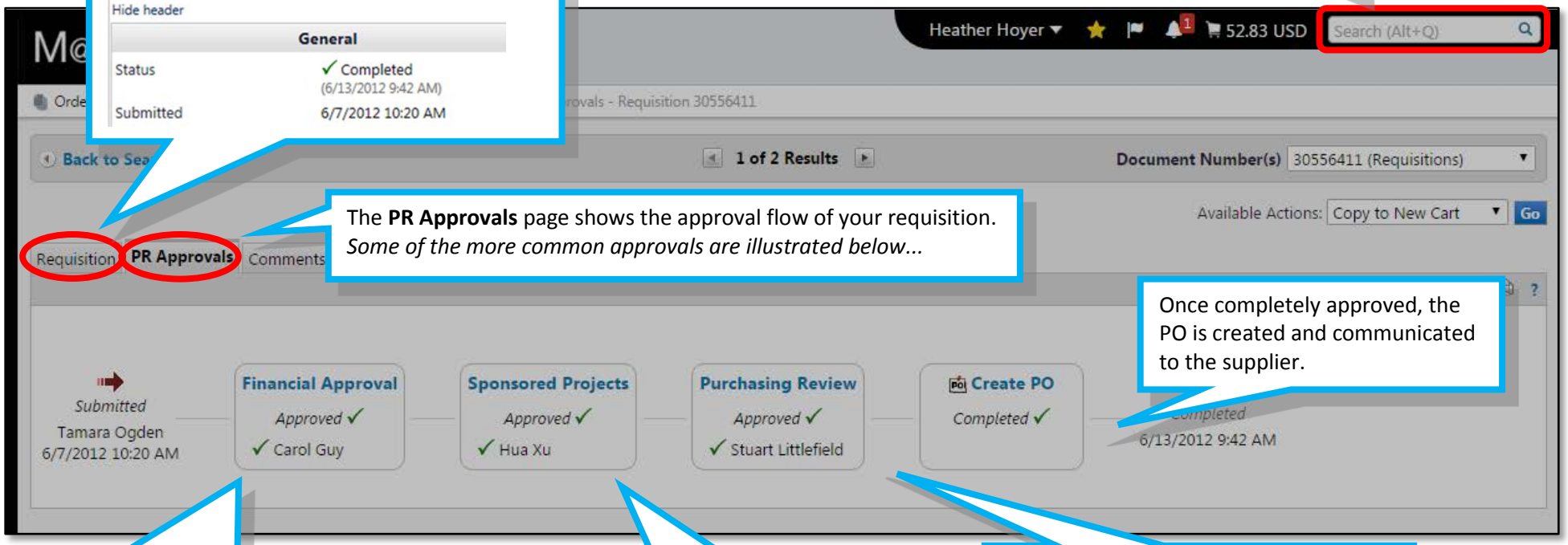
M@rketplace Quick Reference Guide: *Requisition Status & Approvals*

On the **Requisition** page, the **General** section (left side of screen) includes the status of your requisition. If your requisition's status is *Pending*, the approval step is also listed.



Use the Quick Search to locate your requisition. Choose **Requisition Number** from the dropdown, enter your requisition #, and click **Search** (magnifying glass).



The **PR Approvals** page shows the approval flow of your requisition. *Some of the more common approvals are illustrated below...*

Once completely approved, the PO is created and communicated to the supplier.

Financial approval is given, for each SpeedType, by an individual with a fiscal role on the SpeedType (except Officer) who is also a CU Marketplace Approver. It is required for requisitions over $5,000, and for Payment Vouchers in any dollar amount.

Sponsored project approval is required for requisitions over $5,000 if Fund 30/31 is used for all or part of the purchase.

Purchasing Review notes Procurement Service Center (PSC) approval. It is required if the requisition contains non-catalog items and totals over $5,000, or if the requisition contains *only* catalog items and totals over $10,000.