

Step-by-Step Guide

Returning Requisitions to Shared Approval Folders

In This Guide

When a requisition is pending approval, it initially appears in a shared approval folder for each SpeedType funding the requisition. Approval folders are shared by every individual with a fiscal role on the SpeedType (except Officer) who has also been granted CU Marketplace Approver access by her or his department. You can let other Approvers know you are working on a requisition by assigning it to yourself – which moves it from the shared approval folder to your own approval folder (titled **My PR Approvals**).

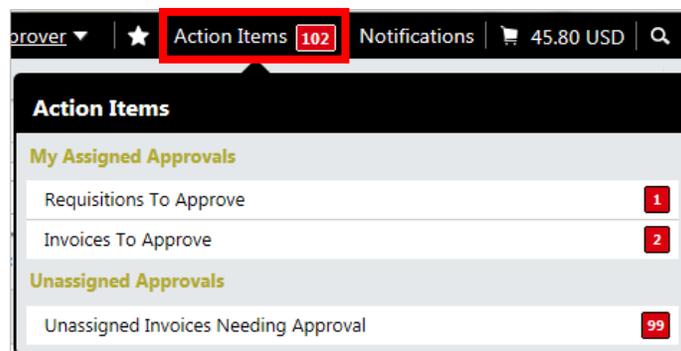
Moving a requisition from your **My PR Approvals** folder back to the shared approval folder will allow the other Approvers to work on the requisition.

This guide discusses:

- ✓ Returning requisitions to shared approval folders

Procedure

1. Begin by accessing CU Marketplace via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.
2. Access your pending invoice approvals by using your Action Items list. Click **Action Items** at the top of your screen and select the appropriate list.



Alternately, you can use the navigation bar on the left side of your screen and go to **Orders & Documents > Approvals > My Approvals**.

3. In the **My PR Approvals** folder, locate the requisition you would like to return to the shared approval folder.

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4. Check the checkbox, located on the right side of the requisition line.

5. Use the dropdown menu to select *Return to Shared Folder*.

6. Click the **Go** button.

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
875046	CD Biosciences Inc - Creative	Kyle Approver	11/4/2012 3:27 PM	Rachel Requester	6,500.00 USD	Approve <input type="checkbox"/>

7. The requisition is removed from your **My PR Approvals** folder and returned to the shared approval folder.

Requisition No.	Suppliers:	Assigned Approver	PR D
875046	CD Biosciences Inc - Creative Diagnostics/Creative BioMart	Not Assigned	11/4/2012

Note that the **Assigned Approver** field is now *Not Assigned*.