

CU Marketplace How-to: Returning Requisitions to Shared Approval Folders ^[1]

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 of Fiscal Staff – Report Recipient) 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 Approvals - Requisitions**).

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

Read the procedures

1. Access your assigned shopping carts by using your **Action Items** list. Click Action Items at the top of your screen and select the appropriate list.
2. Alternately, you can use the navigation bar on the left side of your screen and go to **Orders > Approvals > Requisitions to Approve**.
3. In the **My Approvals - Requisitions** folder, locate the requisition you would like to return to the shared approval folder.
4. Check the checkbox, located on the right side of the requisition line.
5. Use the dropdown menu to select *Return to Shared Folder*.

Total Results Found: 1 All Dates

Sort by: Submit date newest first

Hide requisition details expand all collapse all

My PR Approvals [1 result]

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

Assign
Assign
Approved/Complete
Return to Shared Folder
Place PR On Hold
Add Notes to History

6. Click **Go**.
7. The requisition is removed from your **My Approvals - Requisitions** folder and returned to the shared approval folder.

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

Speedtype: 41023334 (Gas): (All Values) [1]

Requisition No.	Suppliers:	Assigned Approver	PR D
875046	CD Biosciences Inc - Creative Diagnostics/Creative BioMart	Not Assigned	11/4/2

Source URL: <https://www.cu.edu/psc/cu-marketplace-how-returning-requisitions-shared-approval-folders>

Links

[1] <https://www.cu.edu/psc/cu-marketplace-how-returning-requisitions-shared-approval-folders>