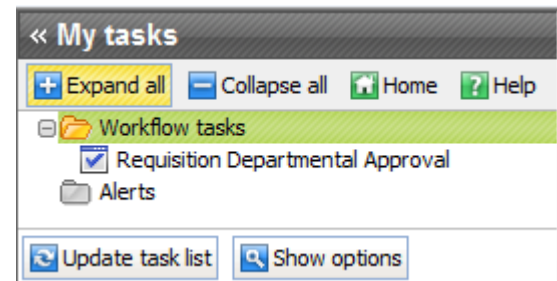
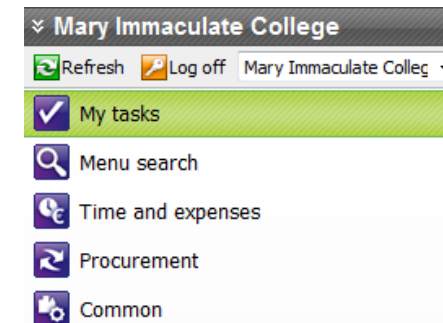


# Quick Guide to Authorising a Requisition on the web

## To approve a requisition please complete the following steps:

1. **Log in** to Agresso, Using your name & Password
2. Choose **My Tasks** from the menu on the bottom left of the screen
3. A **list of items to approve** will appear on the top left of the screen, click on the item you wish to approve.
4. The **Requisition Approval Screen** opens which has approve or reject buttons .
5. Once you are happy with the order please **approve**.
6. If you **reject** the order you will need to put in a comment as to why it has been rejected. The order will be returned to the requisitioner to follow up.



## Notes \*\*\*\*

Delays in approving requisitions will cause delays in receiving the goods/services.

As an approver you are responsible to ensure that the Colleges policies & procedures have been adhered to on all requisitions.

- Contracted vendors must be used where a contract exists.
- Items under €5,000 may be purchases with a verbal/written quotation
- Items between €5,000 - €50,000 require 3 written quotations
- Items over €50,000 will require a tender process.

Click here for any documents attached eg. quote/e-mail

