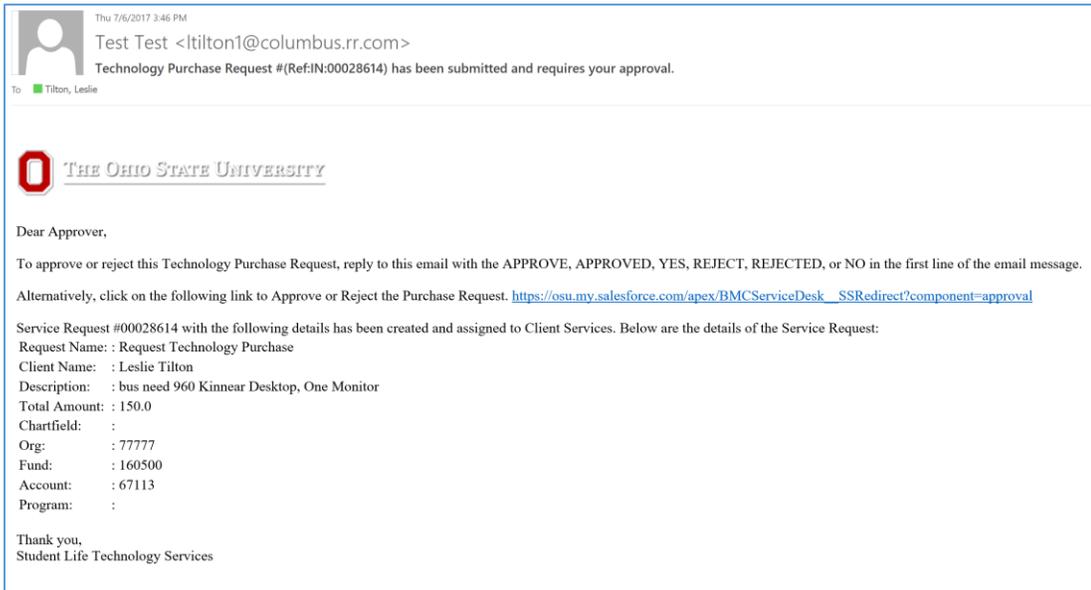


Technology Purchase Request – Approver Guide

If you are designated as an erequest Level 1 or 2 approver, you may receive an email request for you to approve an SLTS Technology Purchase Request. It will look similar to this:



Reply to email and you are done.

You may approve or reject the request by simply replying to the emailed request as instructed: “reply to this email with the APPROVE, APPROVED, YES, REJECT, REJECTED, or NO in the first line of the email message”. Do not change the subject line. If you wish to make a comment, add it on the second line of your reply and it will be added to the request detail. Your acceptance will send the approval process on to the next step; your rejection will stop approval processing and close the request. This is all you need to do.

Please review the details in the email. If the chartfield entered is not correct, please reject the request by replying to the email with REJECT, REJECTED or NO in the first line of the reply and on second line indicate the reason (such as “Wrong Org entered” or “Please resubmit and charge to fund #####”). If you wish to deny the request for any other reasons, reply as above and just enter your reason on the second line. If you are rejecting the request, you are now finished.

