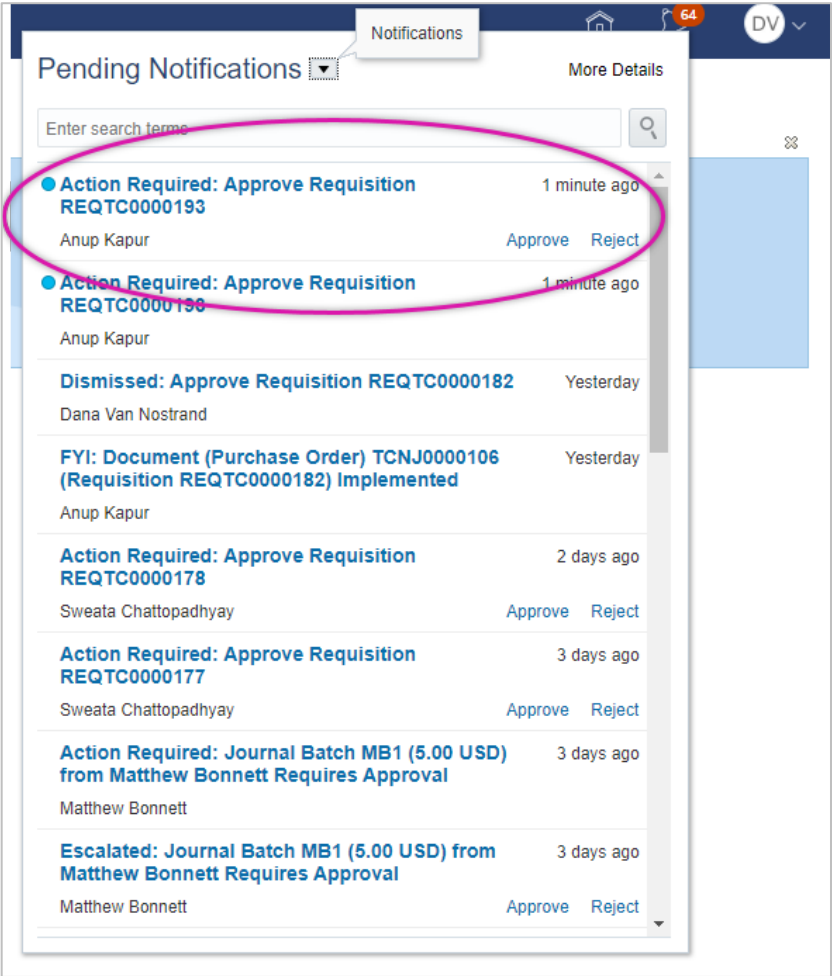


Process Name: Approve a Requisition

| STEP | DETAIL |
|------|---|
| 1 | <p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Username: TCNJ login Password: your password Click the Notification Bell button in upper Right corner</p> |
| 2 | <p>Click the Action Required link to review the Requisition Click Approve or Reject to perform action without review.</p> |



If you clicked the **Action Required** link, a popup window will open.

Click the **Requisition** number to open & review the requisition.

Click **Approve** or **Reject** after review.

3

Approve Requisition REQTC0000193 Actions ▾ **Approve** **Reject**

Requisition Approval
\$3,000.00
Kapur, Anup
Fixed Price-2500-6880-DMM
⚠ Funds check warning

Requisition [REQTC0000193](#)

Lines

| | |
|---------------------------|------------|
| Fixed Price-2500-6880-DMM | \$3,000.00 |
|---------------------------|------------|

Charge Account: TCNJ-614020-100000-3601-100-0000-0000-0000-0000

Approval History

- Applications Development Framework Application Identity for Procurement
- Applications Development Framework Application Identity for Procurement
- ➡ Assigned to **Dana Van Nostrand** 10/18/2019 3:07 PM
- ➡ Submitted by **Anup Kapur** 10/18/2019 3:07 PM
[REQTC0000193.pdf](#)