How to Insert an Additional Approver in Requisition

Click Preview Approvals.

Click the green plus symbol to add an Approver.
Note: You may add an Approver/Reviewer to the front or end of the workflow by clicking the before or after the existing Approver.
Click on the magnifying glass beside the blank User ID field.

Enter a full or partial name (Last Name, First Name) into the Name field. Click Search.

Select the appropriate Name or User ID for the Approver/Reviewer you want to insert.
Click Insert.

**Note:** If you would like to insert someone as a Reviewer of the requisition instead of as an Approver, select the **Reviewer** option.

Click Apply Approval Changes
Click **Return**.

Click **Submit**.
Budget check must be **VALID** in order to successfully submit.