Which Requisitions Require Approval?
All requisitions greater than $5,000 will require approval from a Budget Authority and Business Center at the very least. When a requisition is fully approved, the system will automatically flip the requisition into a Purchase Order, which is sent to the supplier to fulfill the order.

Accessing a Requisition that Requires Your Approval
1. To access a requisition that requires your approval while you’re in BennyBuy, first navigate to your requisition approval queue. This can be done by clicking on the Document Search tab on the left side menu, then Approvals, then Requisitions to Approve.

2. Or, you can select the flag icon in the upper right hand corner. From the drop down menu, select Requisitions.

3. Alternatively, if you received an email from the system indicating your approval is required, click the View Requisition Approvals link at the bottom of the email.

If you have any questions with regard to reviewing/approving this requisition, please contact the BennyBuy Support Team.

BennyBuy Help Desk:
+1 541-737-3830
eprocurement@oregonstate.edu
Approving a Requisition

1. In your approval queue, click the document number for the requisition you wish to approve.

2. Review the requisition in full. Much of the information regarding the order will be on the Summary tab including Shipping/Billing addresses, Accounting Codes, Notes and Attachments, and the line items for the order. If needed, you can view other sections of the requisition by using the menu along the top of the document.

3. When you are ready to approve, click the dropdown arrow next to the Assign button in the upper right hand corner.
4. In the dropdown menu that appears, select either Approve or Approve & Next to approve the requisition. Please note that if you select Approve & Next, the system will approve the requisition you're currently on and move you to the next one in your approval queue.

5. The document has now been approved for your approval step.