Quick Reference	**Approving Procurement Documents**

Click Roles, Procurement.

Purchasing - Agencies > Document Approvals > [Type of Document] Approval > Choose appropriate document type to approve.

1. Click **Find**.
2. Choose the desired Order Number.
3. Click **Row**, **Approval Review**.

Approve a Procurement Document	Reject a Procurement Document
4. Click **Form**, **Approve**. 5. Click **Find** to update the grid (approved order disappears). 6. Click **Close**.	4. Click **Form**, **Reject**. If needed, a short remark may be entered in the **Remark** field . 5. Click **OK**. 6. Click **Close**.