

FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT OR STATE ACCOUNT REASSIGN A PR

Example:

This PR will go to Mike Drees as budget authority for 6230112035. Since this traveler's supervisor is Phil Toefer, the PR should be reassigned to him.

Step 1:
Click the Blue Arrow

The screenshot shows the 'POUPPR - Purchase Requests' interface. The 'Purchase Document' section has a table with columns 'PR' and 'PO'. The document M78224 is highlighted. The 'USER' section shows 'AGREGG' with a green checkmark and a blue arrow pointing to it. The 'Purchase Document' section also shows a list of documents: L80015, M78224, and M78314.

Step 2:
Check the
Reassignment Only
box

Step 3:
Select the individual's
name

The 'Choose Delegatee' dialog box is shown. The 'Reassignment Only' checkbox is checked. The list of names includes 'Phi Mu Alpha Sin', 'Phi Sigma Iota', and 'Phil Toefer'. A blue arrow points to 'Phil Toefer'.

Step 4:
Click Submit

The 'Comments' section is shown. The 'Submit' button is highlighted with a blue arrow. The text 'Limit to 255 Characters' is visible above the buttons.

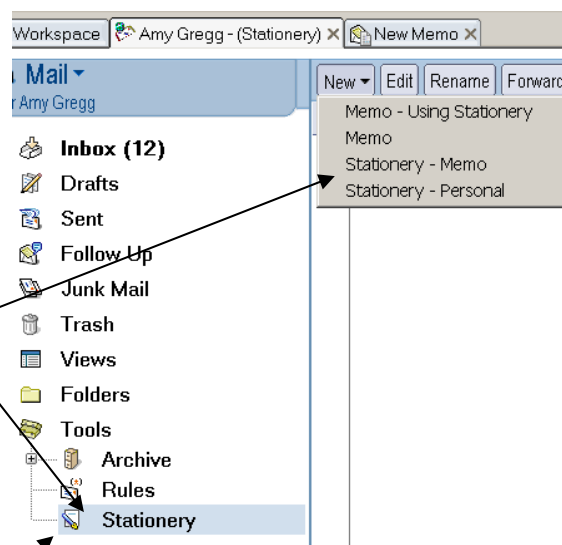
NOTE: If more than one supervisor needs to approve the PR, please contact the Purchasing Office for instructions.

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Email Notification:

To create a generic email that can be resent:

1. Open the Tools folder and select Stationery.
2. Click on New and select Stationery – Memo.
3. Type the generic email and click on Save.
4. Name your stationery (Ex. PR to Approve).



When you need to send the email:

1. Open the Tools folder and select Stationery.
2. Open the saved stationery (PR to Approve).
3. Send the email to the individual the PR was reassigned to.

