



Requisition Approval Quick Steps

for complete instructions, go to:
www.isu.edu/tigeri/training

1. Log in to BengalWeb – **bengalweb.isu.edu**. Find the **Approval Alerts** channel on either the **Finance** or **Purchasing** tab.
2. Click the “**Next Approver**” link, and the **Approve Documents** screen appears.
3. Click on a **Document** number, and the **View Document** screen appears.
4. Review the details of the requisition. *Make sure that all details are correct.*
5. Click the **back button** on your browser to return to the **Approve Documents** screen.
6. **If everything is OK:** Click **Approve**. The approval screen appears. Click **Approve Document**.
If changes are required: Click **Disapprove**. The disapproval screen appears. *Type in the specific reason for your disapproval, giving details about what needs to be changed.* Click **Disapprove Document**.
7. Click **Continue** if you want to review additional documents. Otherwise, you’re done.

Need Help? Call the IT Service Desk:
282-4357 (HELP) help@isu.edu



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