
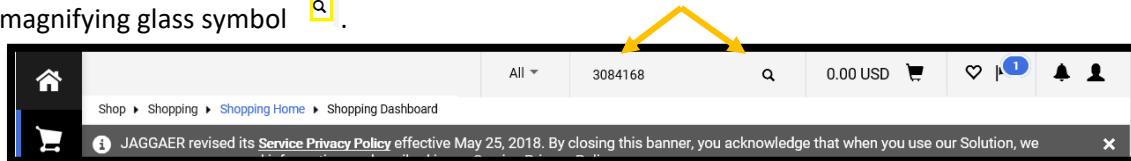


# iShopUTRGV Quick Reference Guide

## How to - Check REQ Status

iShopUTRGV allows users to check the status of the requisition. Users can view the current approval step, along with past and future approvals. \*Questions can be emailed to: [ishop@utrgv.edu](mailto:ishop@utrgv.edu)

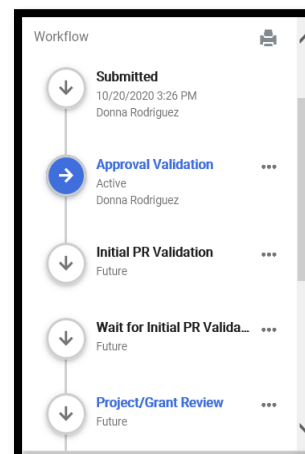
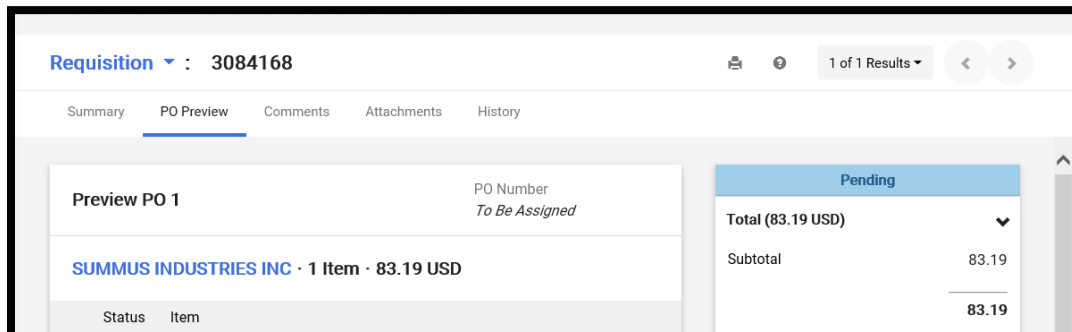
1. Select Requisition Number option from the drop box, enter requisition number for inquiry and Click the magnifying glass symbol .



2. Select from Search Results

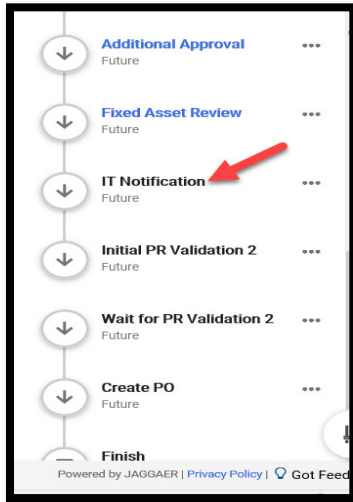


3. Once your request is open go to select "PO Preview" Tab. On the right side under "Pending", the screen will display the status of the "Workflow" and all the approval steps associated with the requisition.

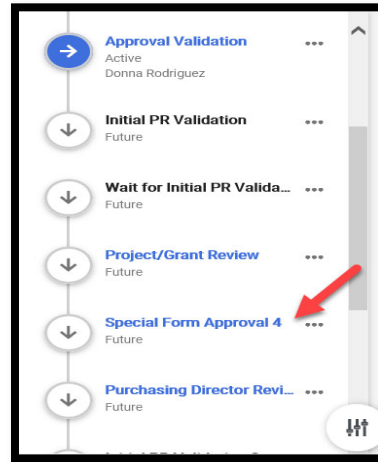


The approval process varies based on items ordered, Account selected, or form used. Below are various approval steps:

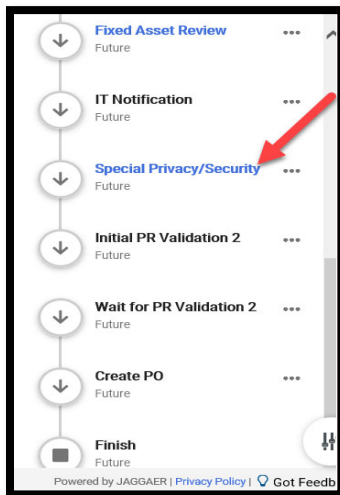
- A. IT Approval - Triggered based on the Punchout Items and the Account selected (Computers, Software, etc)



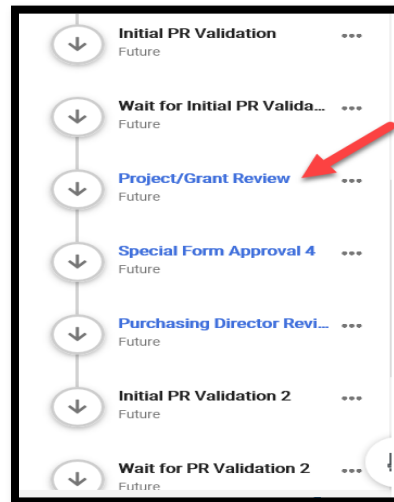
- D. Buyer/Account – Triggered based on Punchout Dollar Mount over 15k Selected.



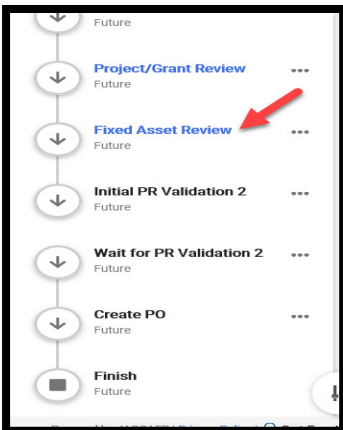
- B. Privacy and Security Approval – Triggered based on answer to “Is confidential data going to be stored in this device?”



- E. Form Approver – Triggered by form selected (Work Order Request, Po Over 15k / business Contracts form, AP Memo ect.). approval.



- C. Fixed Asset Review - Triggered based on the Punchout Items and the Account selected (Controlled Assets and Furniture and Equipment).



- F. Director Approval – ALL OVERS Over \$15,000

