



### **Edit Purchase Requisition as a Cost Center Approver**

The Financial Affairs team has improved the permissions for Cost Center Approvers, now allowing them to edit a purchase requisition while it's in their queue for approval. This improvement will provide Cost Center Approvers the option to update the requisition themselves rather than rejecting a requisition. Some common examples of what a Cost Center Approver might want to update are:

- Expense Class 999 or any other billing information
- Attachments
- Header description
- Asset Information

In the approval screen of the requisition, there will now be a hyperlink at the bottom of the screen for "Edit Requisition," see screenshot below. After clicking the hyperlink, the edit requisition screen will display. After making any changes, you will be approving the requisition when you click the *Submit* button, allowing the requisition to continue through the workflow.

Please note, prior to clicking on the Edit Requisition hyperlink, if any comments must be added to the requisition, the Cost Center Approver must add the comments and save first.

For detailed instructions on the process to edit a purchase requisition as a Cost Center Approver, please see the updated Quick Reference Guide for the [Approvals Process for Financial Transactions](#).

## Lines

Enter item description here - TEST DO NOT PLACE ORDER \$3,000.00

1 x \$3,000.00

Charge Account: 10-63001-105-000001-21003-999-0000-0000-0

## Approval History

 Assigned to Trinidad Padilla	7/25/2019 3:23 PM
 Approved by Laura Shevling	7/25/2019 3:23 PM
 Submitted by John Smith  R153567.pdf	7/25/2019 3:22 PM

[Edit Requisition](#)

If you encounter any issues, please contact the UW Help Desk. You can contact the Help Desk by emailing [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting option #1.

Best,

Financial Affairs

## Contact Information

Financial Affairs  
Room 202H, Old Main  
Phone: (307) 766-5766  
Fax: (307) 766-3436  
[financialaffairs@uwyo.edu](mailto:financialaffairs@uwyo.edu)  
[www.uwyo.edu/administration/financial-affairs](http://www.uwyo.edu/administration/financial-affairs)

© University of Wyoming