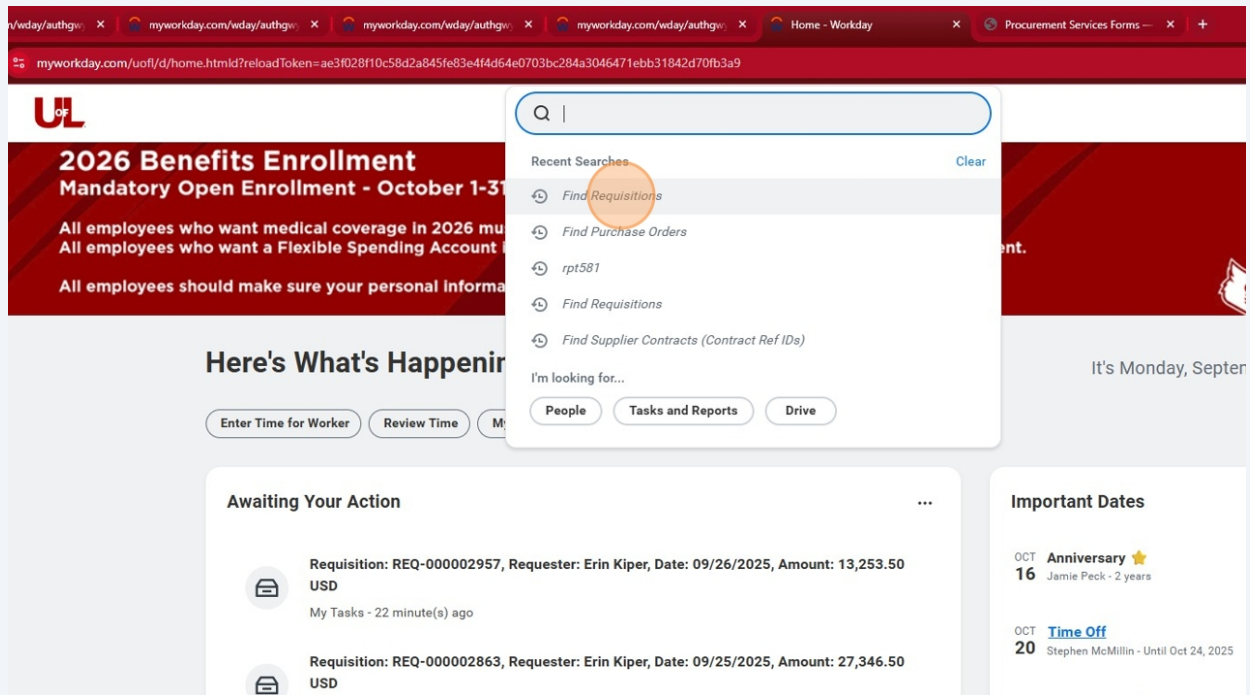


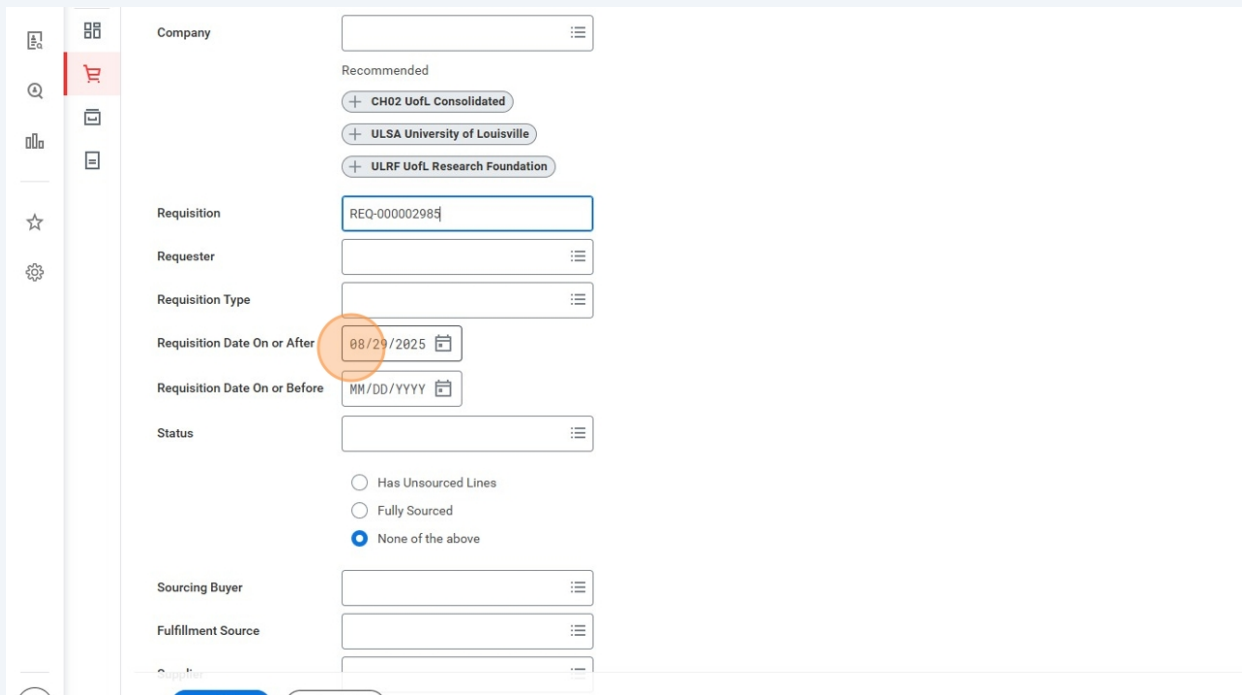
How to check requisition approval status

- 1 Enter 'Find Requisitions' in the search bar on the Workday Home screen.



2

Enter requisition number in Requisition field. Ensure that the requisition date is within the correct period for when the requisition was entered.

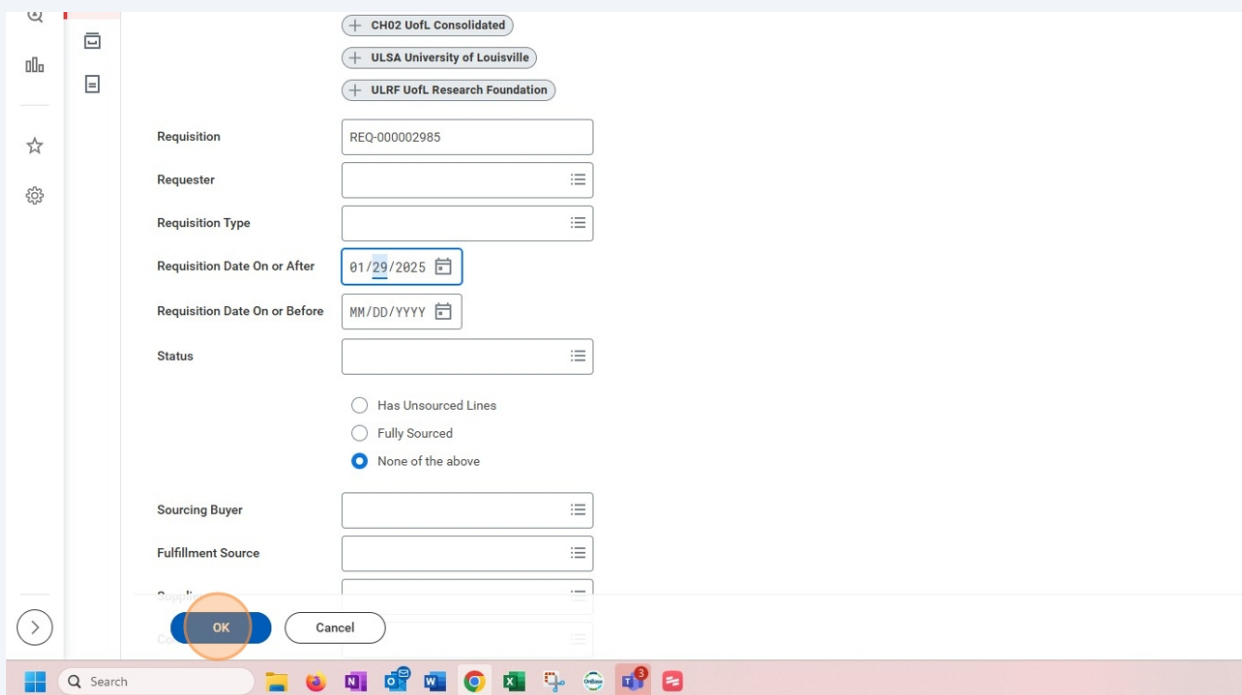


The screenshot shows a requisition form with the following fields and values:

- Company: [Empty]
- Recommended:
 - + CH02 UofL Consolidated
 - + ULSA University of Louisville
 - + ULRF UofL Research Foundation
- Requisition: REQ-000002985
- Requester: [Empty]
- Requisition Type: [Empty]
- Requisition Date On or After: 08/29/2025 (highlighted with an orange circle)
- Requisition Date On or Before: MM/DD/YYYY
- Status: [Empty]
- Has Unsourced Lines: ☐
- Fully Sourced: ☐
- None of the above: ☒
- Sourcing Buyer: [Empty]
- Fulfillment Source: [Empty]

3

Click "OK"



The screenshot shows the same requisition form as above, but with the date field changed to 01/29/2025. The "OK" button at the bottom is highlighted with an orange circle.

The form fields and values are:

- Company: [Empty]
- Recommended:
 - + CH02 UofL Consolidated
 - + ULSA University of Louisville
 - + ULRF UofL Research Foundation
- Requisition: REQ-000002985
- Requester: [Empty]
- Requisition Type: [Empty]
- Requisition Date On or After: 01/29/2025
- Requisition Date On or Before: MM/DD/YYYY
- Status: [Empty]
- Has Unsourced Lines: ☐
- Fully Sourced: ☐
- None of the above: ☒
- Sourcing Buyer: [Empty]
- Fulfillment Source: [Empty]

At the bottom, there are two buttons: "OK" (highlighted) and "Cancel".

4 Right click "Related Actions"

The screenshot shows the 'Find Requisitions' page. On the left is a sidebar with navigation icons. The main content area has a 'Report Criteria' section with filters for Requisition (REQ-000002985), Requisition Date On or After (01/29/2025), Exclude Canceled (Yes), and Exclude Closed (Yes). Below this is a table titled 'Requisitions 1 item'. A right-click context menu is open over the first row, with 'Related Actions' highlighted. The table has columns: Requisition, Requisition Number, Company, Status, Requisition Type, Requester, and Requisition Date.

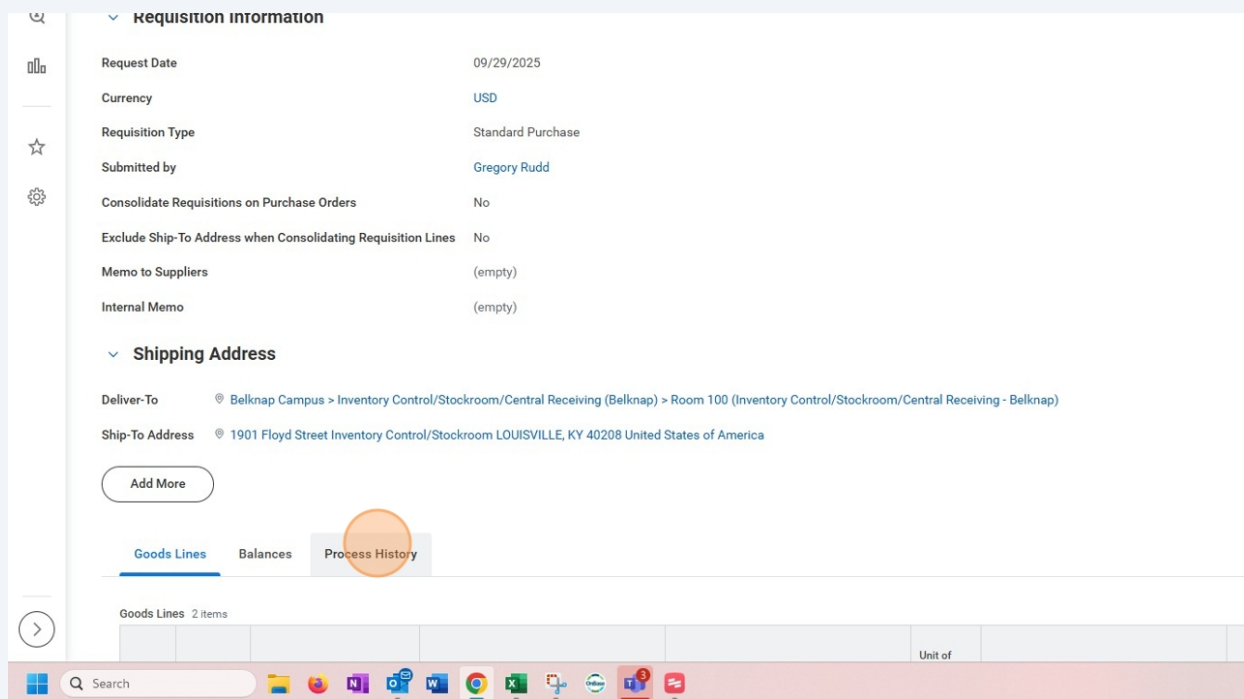
Requisition	Requisition Number	Company	Status	Requisition Type	Requester	Requisition Date
	REQ-000002985	ULSA University of Louisville	In Progress	Standard Purchase	Gregory Rudd	09/29/

5 Click "See in New Tab"

This screenshot is similar to the previous one, but the context menu is open, and the 'See in New Tab' option is highlighted. The menu also includes 'Copy URL', 'Copy Text', 'View Printable Version', and 'Export to Excel'.

Requisition	Requisition Number	Company	Status	Requisition Type	Requester	Requisition Date
	REQ-000002985	ULSA University of Louisville	In Progress	Standard Purchase	Gregory Rudd	09/29/

6 Click "Process History"



Requisition Information

Request Date: 09/29/2025

Currency: USD

Requisition Type: Standard Purchase

Submitted by: Gregory Rudd

Consolidate Requisitions on Purchase Orders: No

Exclude Ship-To Address when Consolidating Requisition Lines: No

Memo to Suppliers: (empty)

Internal Memo: (empty)

Shipping Address

Deliver-To: Belknap Campus > Inventory Control/Stockroom/Central Receiving (Belknap) > Room 100 (Inventory Control/Stockroom/Central Receiving - Belknap)

Ship-To Address: 1901 Floyd Street Inventory Control/Stockroom LOUISVILLE, KY 40208 United States of America

[Add More](#)

Process History

Goods Lines: 2 items

Unit of

7 Scroll through the list of processes to see what approval step is awaiting action.

Check Budget (Financial)	Automatic Complete	09/29/2025 11:38:16 AM		0
Batch/Job: Run Budget Check	Step Completed	09/29/2025 11:38:19 AM		0
Review Budget Check	Not Required			0
Review Budget Check	Not Required			0
Override Budget Check	Not Required			0
Override Budget Check	Not Required			0
Service: Reserve Budget in Budget Check	Step Completed	09/29/2025 11:38:19 AM	Workday Service	1
Approval by Business Asset Accountant	Not Required			0
Approval by Cost Center Manager	Not Required			0
Approval by Project Manager	Not Required			0
Approval by Grant Manager	Not Required			0
Approval by Gift Manager	Not Required			0
Approval by Project Financial Approver	Not Required			0
Approval by Program Manager	Awaiting Action		Laura Cotter (Program Manager) ()	1