Forward a Requisition

1. Access your approval queue and select the checkbox next to the requisition(s) you wish to forward.

2. From the dropdown box at the top, select Forward and then press Go.

3. Search for the individual you wish to forward to by entering User Search criteria and selecting the Search icon.

   ![User Search Form]

   In order to forward a requisition to another user, they must have a role that provides them the ability to approve documents in the RU MarketPlace. An individual will not be shown in the search results if they are lacking this role.

4. Select the appropriate individual to forward your requisition.

5. Enter a comment if necessary and click Forward.

   ![Forward Requisition Form]

   Characters beyond the limit are not saved, i.e. the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

You can only forward a requisition if you have taken ownership of the transaction by assigning it to yourself. Once it is assigned to you, the Forward option is available from the Available Options drop down box.