



How to Reassign a Purchase Requisition

For any questions regarding this process please contact Bob Dayre at x81031or bob.dayre@nyu.edu.

If a requisition over \$2,500 is self-approved and rejected because of the new rule, you do not need to re-enter the requisition. Simply re-assign it to another person within the approval hierarchy so that the next level approver can approve it.

1. From the main menu click on Approve Purchase requisition.
2. Click the button in the header column next to the request.
3. On the Header page above the ship to information you will see a red reassign link.

4. Click on the link and a window will pop up with a drop down list of people you can choose to reassign the request to.
5. Make your selection from the list and click submit.