**APPROVER ROLE (PI or Department Head)**

Click on the link provided in the email that you received stating an order is pending your approval. Or login at prepurchasing.ucdavis.edu

Click on the ‘Pending Your Action’ tab. This tab will show you the number of orders that are pending your approval. Once you click on the tab, the orders will show below the tab section.

Click on the order to open it.

An approver can add notes, upload attachments, add comments or duplicate the order. They can also edit the line items and/or account. To do this:

- Click edit @ the top right corner of the form.
- To change the account or line items, click on the blue ‘Edit Line Items and Accounts’ button in the middle of the form.
- Make changes to the line items and/or account under the ‘Order Details’ section.

You can edit the order to add an account that the requestor did not provide. If you do not know the account, add a note explaining which account you want charged (e.g., NSF Career).

An approver can cancel the order (comment required), deny the order (comment required), or approve the order.

At the very least, an approver must
1) ensure an account is selected (or account is noted by adding a note with this information)
2) select the blue ‘Approve’ button at the bottom of the screen.

You can track this order in the ‘View order history’ tab on the home page.