Guidance for authorisers

When reviewing requisition tasks in the finance system, please make use of the Workflow Log box and the Message from user box. These boxes allow comments to be shared between the requisitioner and subsequent approvers to ensure you are able to make an informed decision when authorising tasks.

As an approver, you should add a message to any subsequent approvers, justifying the authorisation and giving information about the spend if the sub-project is over-budget.

When reviewing requisition tasks in the finance system, the requisitioner is able to add a message to approvers when they create the requisition. This allows them to explain the purchase and give any other information that may be relevant to an approver.

If the information provided is insufficient, please reject the task and request further details before approval. Rejecting the task returns it to the requisitioner for updates, it does not remove the task from the system.