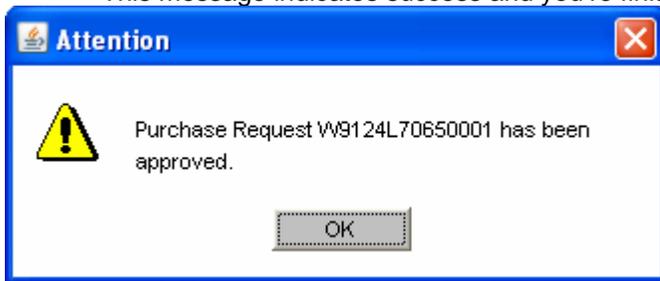


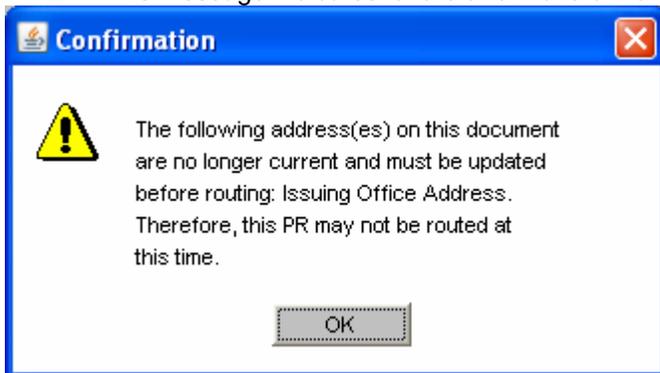
APPROVING OFFICIAL PERSONNEL

1. Examine the PR that is in your Inbox by double-clicking it.
2. Make note of any changes/corrections that you deem necessary (or make the changes/corrections if you like).
3. Choose File, Exit, and Yes to "Would you like to save before exiting?".
4. Highlight the PR in your Inbox and choose Purchase Request, Approve.
5. Select one of the three options in the drop-down box (Approved, Contingent**, Rejected**).
6. If you are choosing Contingent or Rejected, any comments that you place in the Comments box will be included in an automatic e-mail back to the PR creator.
7. Ensure that the Approval or Rejection is successful.

This message indicates success and you're finished:



This message indicates failure and move on to step 8:



8. Record the offending address(es) and contact the PR creator and tell them what needs to be updated (there are three possibilities; Issuing Office Address, Requesting Office Address, and/or Shipping Address).

** If you entered a Rejection or Contingent Approval then you will need to repeat the approval process above once the PR creator notifies you that the corrective action has been taken. If you don't, the PR will not move on to the next person on the routing sheet.