

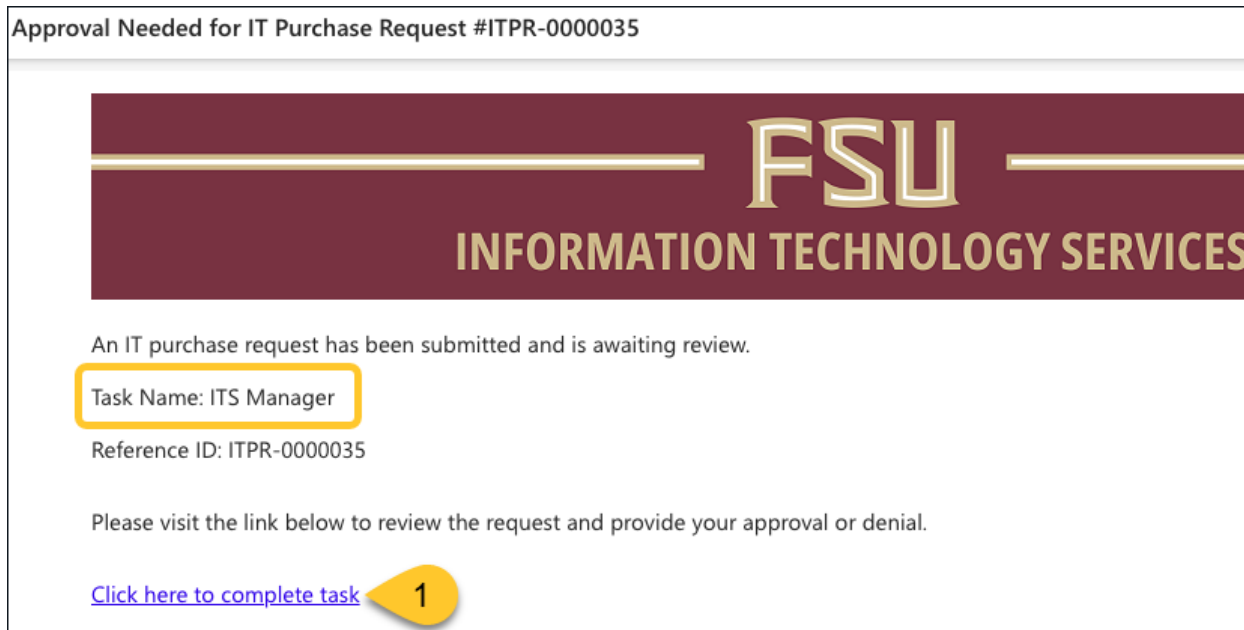
ITPRF APPROVER INSTRUCTIONS

Request Review

When a request is ready for review, the applicable IT Manager, ITS Manager and ELT Member (based on the submitter's DeptID) will receive an email entitled *Approval Needed for IT Purchase Request #ITPR-RequestNumber*. All requests can also be accessed through the Approver Dashboard.

Via email:

1. The email's *Task Name* line identifies which step in the process you have been asked to review. Select the **Click here to complete task** link.



2. Log in with your FSUID and password.

3. Scroll to review the information in the *Request Detail* box provided by the requestor.
Review the information based on the *Requested Amount*:
 - a. \$0 to \$24,999.99
 - b. \$25,000.00 to \$149,999.99
 - c. Over \$150,000.00

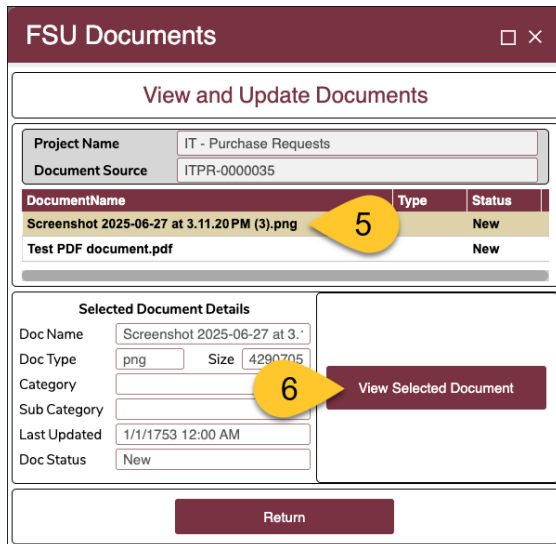
IT Purchase Request	
ITPR-0000035	
Current Flow Step IT Manager	
Requestor	
Submitted For FSU Employee	n/a
Priority Level	Standard
Request Detail	
Requested Amount	\$12,345.00
Budget Department	108000 / Information Technology Service
Budget Fund	110 / E&G General Revenue
Grant Project	n/a

4. To review attachments, select the **Documents** button.

Purchase Method	n/a
4 Documents (2) Comments	
Reject	Pushback
Approve	Admin

5. Select the attachment you would like to view.

6. Select the **View Selected Document**. A new window will appear with the document.
Microsoft Office documents will require a download to view.



FSU Documents □ ×

View and Update Documents

Project Name: IT - Purchase Requests
Document Source: ITPR-0000035

DocumentName	Type	Status
Screenshot 2025-06-27 at 3.11.20 PM (3).png		New
Test PDF document.pdf		New

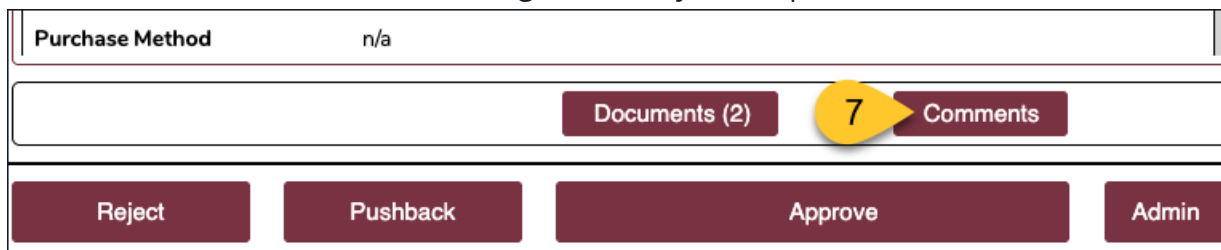
Selected Document Details

Doc Name: Screenshot 2025-06-27 at 3.
Doc Type: png Size: 4290705
Category:
Sub Category:
Last Updated: 1/1/1753 12:00 AM
Doc Status: New

View Selected Document

Return

7. Select the **Comments** button to view comments from other approvers; or, if a resubmission, to confirm changes made by the requestor.



Purchase Method n/a

Documents (2) **Comments**

Reject **Pushback** **Approve** **Admin**

8. Add any comments in the *New Comments* text box. Comments entered in this text box are visible only to approvers.

9. Select the **Save** button to save your comment. The comment history will remain throughout the approval workflow.

NOTE: If you are pushing back a request, this is a helpful place to explain why.

Add Comments

New Comments

8

Comment History

Samantha Early-7/21/2025 5:18 PM : The comments entered in this section will be viewable to the other approvers i.e., notes that provide additional clarification or historical information.

Cancel

9 Save

Without an email:

1. Visit the [IT Purchase Request Form - Approver Dashboard](#) to access your approver dashboard.
2. Log in with your FSUID and password.
3. Filter the requests in the *Filter By:* window to see requests that are currently waiting for review, have been escalated or have been completed.
4. Select a reviewable request to be taken to the form summary page.

My Assignments						
Filter By:	CreatedOn	State	Description	Name	Reference ID	
Current	6/4/2025 11:19 AM	Current	4	IT Manager	ITPR-0000020	
	6/4/2025 1:35 PM	Current		IT Manager	ITPR-0000022	
	6/4/2025 5:00 PM	Current		IT Manager	ITPR-0000023	
	6/5/2025 9:03 AM	Current		ITS Manager	ITPR-0000021	
	6/9/2025 2:05 PM	Current		ITS Manager	ITPR-0000025	
	6/13/2025 12:57 PM	Current		ITS Manager	ITPR-0000026	

5. Scroll to review the information in the *Request Detail* box provided by the requestor.
Review the information based on the *Requested Amount*:
 - a. \$0 to \$24,999.99
 - b. \$25,000.00 to \$149,999.99
 - c. Over \$150,000.00

IT Purchase Request	
ITPR-0000035	
Current Flow Step IT Manager	
Requestor	[REDACTED]
Submitted For FSU Employee	n/a
Priority Level	Standard
Request Detail	
Requested Amount	\$12,345.00
Budget Department	108000 / Information Technology Service
Budget Fund	110 / E&G General Revenue
Grant Project	n/a

6. To review attachments, select the **Documents** button.

Purchase Method	n/a
6 Documents (2) Comments	
Reject Pushback Approve Admin	

7. Select the attachment you would like to view.

8. Select the **View Selected Document**. A new window will appear with the document.
Microsoft Office documents will require a download to view.

FSU Documents □ ×

View and Update Documents

Project Name: IT - Purchase Requests
Document Source: ITPR-0000035

DocumentName	Type	Status
Screenshot 2025-06-27 at 3.11.20 PM (3).png		New
Test PDF document.pdf		New

Selected Document Details

Doc Name: Screenshot 2025-06-27 at 3.11.20 PM (3).png
Doc Type: png Size: 4290705
Category:
Sub Category:
Last Updated: 1/1/1753 12:00 AM
Doc Status: New

View Selected Document

Return

9. Select the **Comments** button to view comments from other approvers.

Purchase Method n/a

Documents (2) **Comments**

Reject **Pushback** **Approve** **Admin**

10. Add any comments in the *New Comments* text box.
11. Select the **Save** button to save your comment. The comment history will remain throughout the approval workflow

NOTE: If you are pushing back a request, this is a helpful place to explain why.

Add Comments □ ×

New Comments

Comment History

Samantha Early-7/21/2025 5:18 PM : The comments entered in this section will be viewable to the other approvers i.e., notes that provide additional clarification or historical information.

Cancel **Save**

Selecting a Response

Pushback

1. Select the **Pushback** button.

Purchase Method	n/a
Reject	Pushback
Approve	

2. Select where to push the request back to from the dropdown menu:
 - a. IT Managers can only push the request back to the requester.
 - b. ITS Managers must choose to push the request back to the IT Manager or the requester.
 - i. If pushed back to the IT Manager, the IT Manager can only provide additional comments viewable to other approvers. If further changes are needed, the IT Manager must push the form back to the requester for edits and resubmission.
 - c. ELT Members must choose to push the request back to the IT Manager, the ITS Manager or the requester.
 - i. If pushed back to the IT or ITS Manager, they can only provide additional comments viewable to other approvers. If further changes are needed, they must push the form back to the requester for edits and resubmission.
3. Select at least one pushback reason.
 - a. If *Other* is selected, additional comments must be added for further explanation of the push back.
 - b. Additional comments are not required for the other Pushback Reasons, but can be provided.

4. Select the **Confirm** button.

Form Title

Pushback Purchase Request

Select where to move request Return To Requestor 2

Pushback Reasons

- ☐ Budget Purposes
- ☐ Alternate Solution Currently Available
- ☐ Contract Already In Place
- ☐ ITS Service Available
- ☒ Security Risk 3
- ☐ Threshold Violation
- ☐ Reassignment of License Available
- ☐ Needs ITB or ITN
- ☐ Other

Additional Comments

Please switch the risk level to "Medium Risk"

Cancel 4 Confirm

A confirmation notification will appear, advising that the workflow for this position has been completed. The requester will receive an email letting them know who their request has been pushed back by and the reasoning. You will receive a new email if/when the requester resubmits their request.

Workflow Completed

Thank You!
Workflow for step ITS Manager completed
Close browser tab to exit

Denial

1. Select the **Reject** button to deny the request.

Purchase Method n/a

Reject 1 Pushback Approve

2. At least one rejection reason must be selected:
 - a. If *Other* is selected, additional comments must be added for further explanation of the denial.
 - b. Additional comments are not required for the other Reject Reasons, but can be provided.
3. Select the **Confirm** button.

Form Title □ ×

Reject Purchase Request

Reject Reasons

- ☐ Budget Purposes
- ☐ Alternate Solution Currently Available
- ☐ Contract Already In Place
- ☐ ITS Service Available
- ☐ Security Risk
- ☐ Threshold Violation
- ☐ Reassignment of License Available
- ☐ Needs ITB or ITN
- ☐ Other

Additional Comments

Cancel **Confirm**

A confirmation notification will appear, advising that the workflow for this position has been completed. The requester will receive an email letting them know who their request has been denied by and the reasoning. The denied workflow cannot be reopened or edited.

Workflow Completed

Thank You!

Workflow for step IT Manager completed

Close browser tab to exit

Approval

Select the **Approve** button to approve the request. A notification will appear confirming that the workflow has been completed for this step. The requester will receive an email with their Budget Manager copied, confirming that their request has been approved.

Purchase Method	n/a		
Reject	Pushback	1	Approve

Reviewing a Resubmitted Request

- Follow steps 1-3 in the [Request Review](#) section.
 - To confirm you are reviewing a resubmitted request, the *Resubmitted* field of the form summary page will show the date and time the request was resubmitted. The original time and date the form was submitted will be displayed in the *Created* field.

IT Purchase Request			
ITPR-0000035			
Current Flow Step IT Manager			
Requestor		Created	7/21/2025 5:07 PM
Submitted For Employee	n/a	1	Resubmitted 7/21/2025 8:17 PM
Priority Level	Standard	Workflow Status	New

- Select the **Comment** button to review all notes to confirm that the requested changes were made.
- Follow steps 4-9 in the [Request Review](#) section to complete the review process until the form is ultimately approved or denied.

24-Hour Notice(s) for Unreviewed Requests

- If a request has not been reviewed in 24 hours, the applicable approver will receive an email with the subject *24 HOUR NOTICE Approval Needed IT Purchase Request #ITPR-_____*.
- Select the email link to review the submitted form.
- The approver will continue to receive 24-hour notices until an action has been taken on the request.

24 Hour Notice Approval Needed IT Purchase Request #ITPR-0000056

The logo for Florida State University (FSU) Information Technology Services. It features the letters "FSU" in a large, gold, serif font, with horizontal gold lines above and below them. Below this, the words "INFORMATION TECHNOLOGY SERVICES" are written in a smaller, gold, sans-serif font, all within a maroon rectangular background.

High Priority

An IT purchase request has been waiting for review for 24 hours. Please visit the link below to review as soon as possible.

Task Name: ELT Approval

Reference ID: ITPR-0000056

[Click here to open task ELT Approval](#)

If you need assistance, please contact:
[Samantha Early](#)
Program Manager