

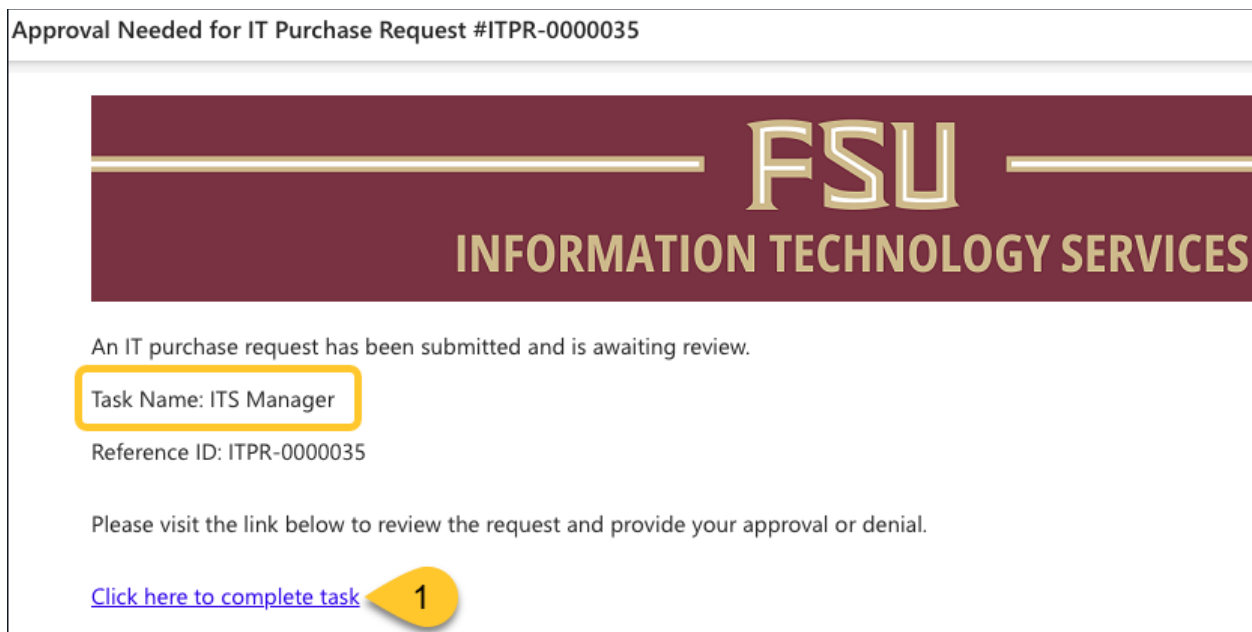
Request Review

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.

Approval Needed for IT Purchase Request #ITPR-0000035



The screenshot shows an email notification from FSU Information Technology Services. The header is a maroon banner with the FSU logo and the text 'INFORMATION TECHNOLOGY SERVICES'. Below the banner, the text reads: 'An IT purchase request has been submitted and is awaiting review.' This is followed by a yellow-bordered box containing 'Task Name: ITS Manager'. Below this is 'Reference ID: ITPR-0000035'. The next line says 'Please visit the link below to review the request and provide your approval or denial.' At the bottom is a blue hyperlink 'Click here to complete task' which is pointed to by a yellow callout bubble containing the number '1'.

FSU
INFORMATION TECHNOLOGY SERVICES

An IT purchase request has been submitted and is awaiting review.

Task Name: ITS Manager

Reference ID: ITPR-0000035

Please visit the link below to review the request and provide your approval or denial.

[Click here to complete task](#)

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.

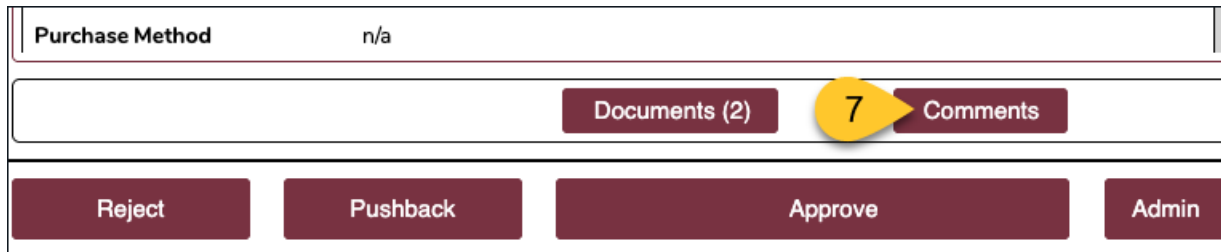
Purchase Method	n/a
<div> <div>4 Documents (2)</div> <div>Comments</div> </div>	
<div> <div>Reject</div> <div>Pushback</div> <div>Approve</div> <div>Admin</div> </div>	

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
Screenshot 2025-06-27 at 3.11.20PM (3).png	New
Test PDF document.pdf	New
<div> <div> <div>Selected Document Details</div> <div> <div>Doc Name</div> <div>Screenshot 2025-06-27 at 3.11.20PM (3).png</div> <div>Doc Type</div> <div>png</div> <div>Size</div> <div>4290705</div> <div>Category</div> <div></div> <div>Sub Category</div> <div></div> <div>Last Updated</div> <div>1/1/1753 12:00 AM</div> <div>Doc Status</div> <div>New</div> </div> <div>View Selected Document</div> </div> </div>	
Return	

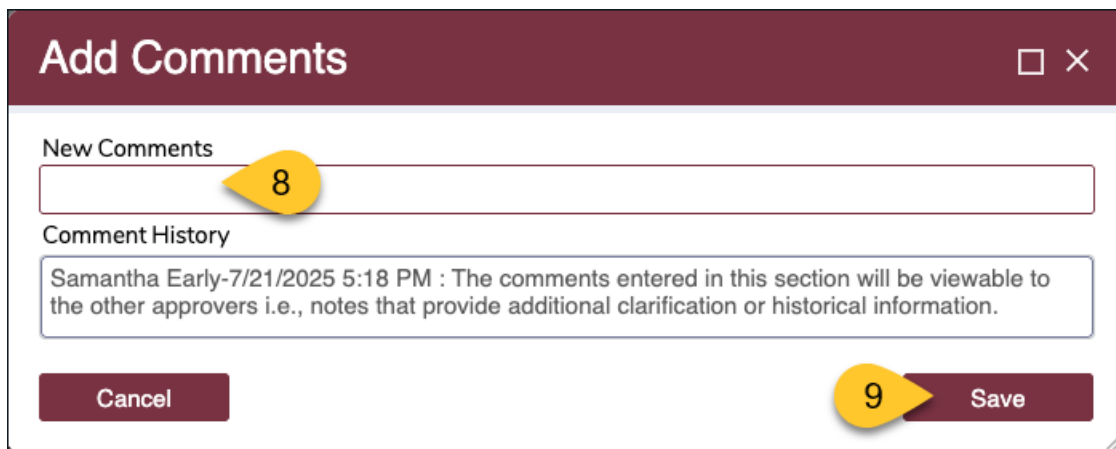
7. Select the **Comments** button to view comments from other approvers; or, if a resubmission, to confirm changes made by the requestor.



The screenshot shows the top section of a web form. At the top, there is a field labeled 'Purchase Method' with the value 'n/a'. Below this is a horizontal bar containing two buttons: 'Documents (2)' and 'Comments'. The 'Comments' button is highlighted with a yellow callout bubble containing the number '7'. Below this bar is another row of four buttons: 'Reject', 'Pushback', 'Approve', and '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.



The screenshot shows a modal dialog box titled 'Add Comments' with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled 'New Comments' which is highlighted with a yellow callout bubble containing the number '8'. Below this field is a 'Comment History' section containing a text box with the following text: '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.' At the bottom of the dialog, there are two buttons: 'Cancel' on the left and 'Save' on the right. The 'Save' button is highlighted with a yellow callout bubble containing the number '9'.

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: <input type="text" value="Current"/>		Created On	State	Description	Reference ID
Current 6		6/4/2025 11:19 AM	Current	IT Manager	ITPR-0000020
Warn 0		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

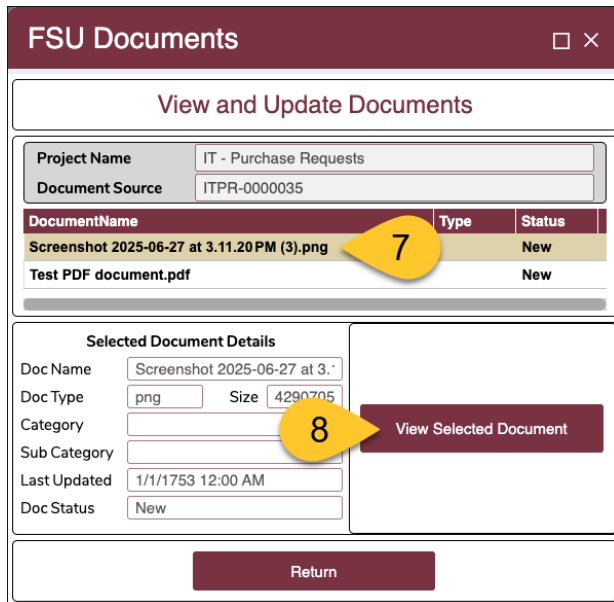
IT Purchase Request	
ITPR-0000035	
Current Flow Step IT Manager	
Requestor	
Submitted For FSU Employee	n/a
Priority Level	Standard
Request Detail	
Requested Amount	\$12,345.00
Budget Department	108000 / Information Technology Service
Budget Fund	110 / E&G General Revenue
Grant Project	n/a

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

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

7. Select the attachment you would like to view.

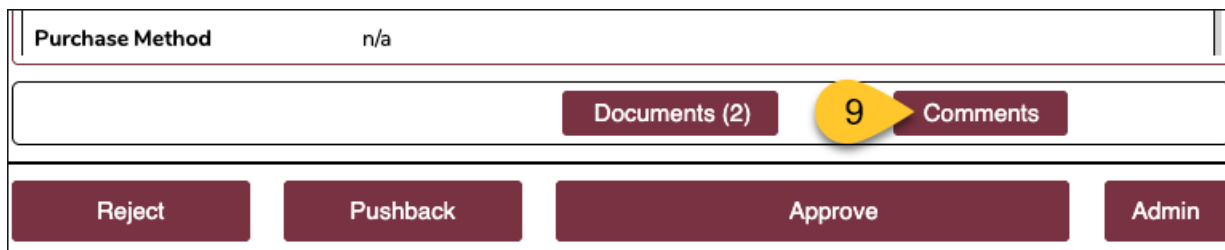
8. Select the **View Selected Document**. A new window will appear with the document. Microsoft Office documents will require a download to view.



The screenshot shows a window titled "FSU Documents" with a close button. Below the title bar is a section "View and Update Documents". It contains a form with "Project Name" (IT - Purchase Requests) and "Document Source" (ITPR-0000035). Below this is a table with columns "DocumentName", "Type", and "Status". The table has two rows: "Screenshot 2025-06-27 at 3.11.20 PM (3).png" and "Test PDF document.pdf", both with a status of "New". A yellow callout with the number 7 points to the first row. Below the table is a section "Selected Document Details" with fields for "Doc Name", "Doc Type", "Category", "Sub Category", "Last Updated", and "Doc Status". A yellow callout with the number 8 points to the "View Selected Document" button. At the bottom is a "Return" button.

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

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

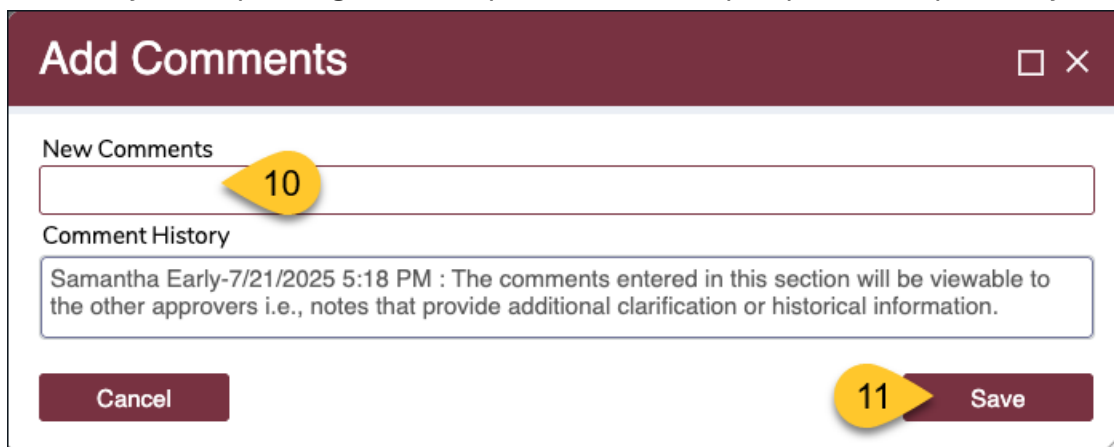


The screenshot shows a window titled "Purchase Method" with the value "n/a". Below the title bar is a section with two buttons: "Documents (2)" and "Comments". A yellow callout with the number 9 points to the "Comments" button. Below this is a section with four buttons: "Reject", "Pushback", "Approve", and "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.



The screenshot shows a window titled "Add Comments" with a close button. Below the title bar is a section "New Comments" with a text input field. A yellow callout with the number 10 points to the input field. Below this is a section "Comment History" with a text box containing the text: "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." At the bottom are two buttons: "Cancel" and "Save". A yellow callout with the number 11 points to the "Save" button.

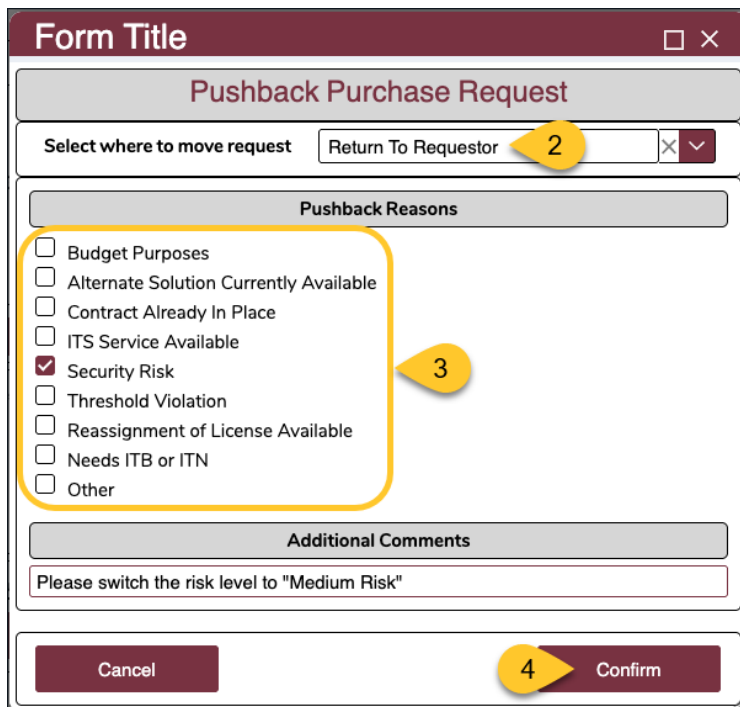
Selecting a Response

Pushback

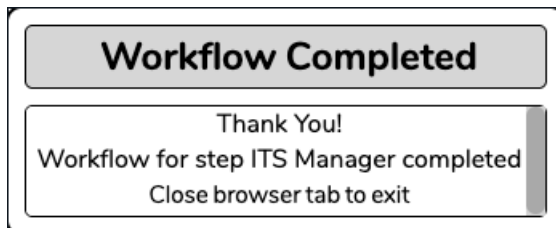
1. Select the **Pushback** button.

Purchase Method	n/a
<div></div>	
<div>Reject 1 Pushback Approve</div>	

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 additional 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 additional 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.

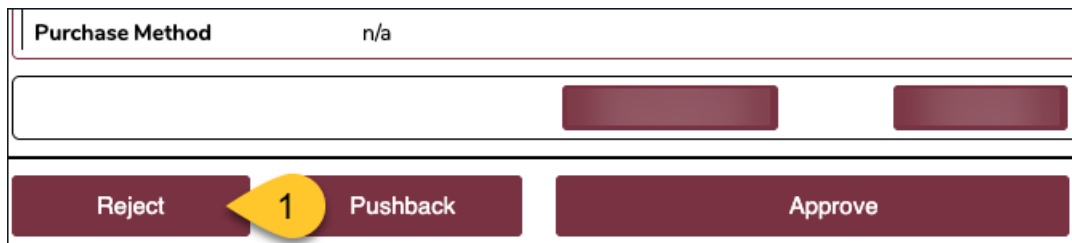


A confirmation notification will appear advising that the workflow has been completed for this position. The requester will receive an email letting them know who their request has been pushed back by and the reasoning. You will receive a new email if/when the requester resubmits their request.



Denial

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



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 has been completed for this position. 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
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Reject Pushback 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 one line up in the *Created* field.

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

2. Select the **Comment** button to review all notes to confirm that the requested changes were made.
3. 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
<div><div>FSU</div><div>INFORMATION TECHNOLOGY SERVICES</div></div> <p>High Priority</p> <p>An IT purchase request has been waiting for review for 24 hours. Please visit the link below to review as soon as possible.</p> <p>Task Name: ELT Approval</p> <p>Reference ID: ITPR-0000056</p> <p>Click here to open task ELT Approval</p> <p>If you need assistance, please contact:</p> <p>Samantha Early Program Manager</p>