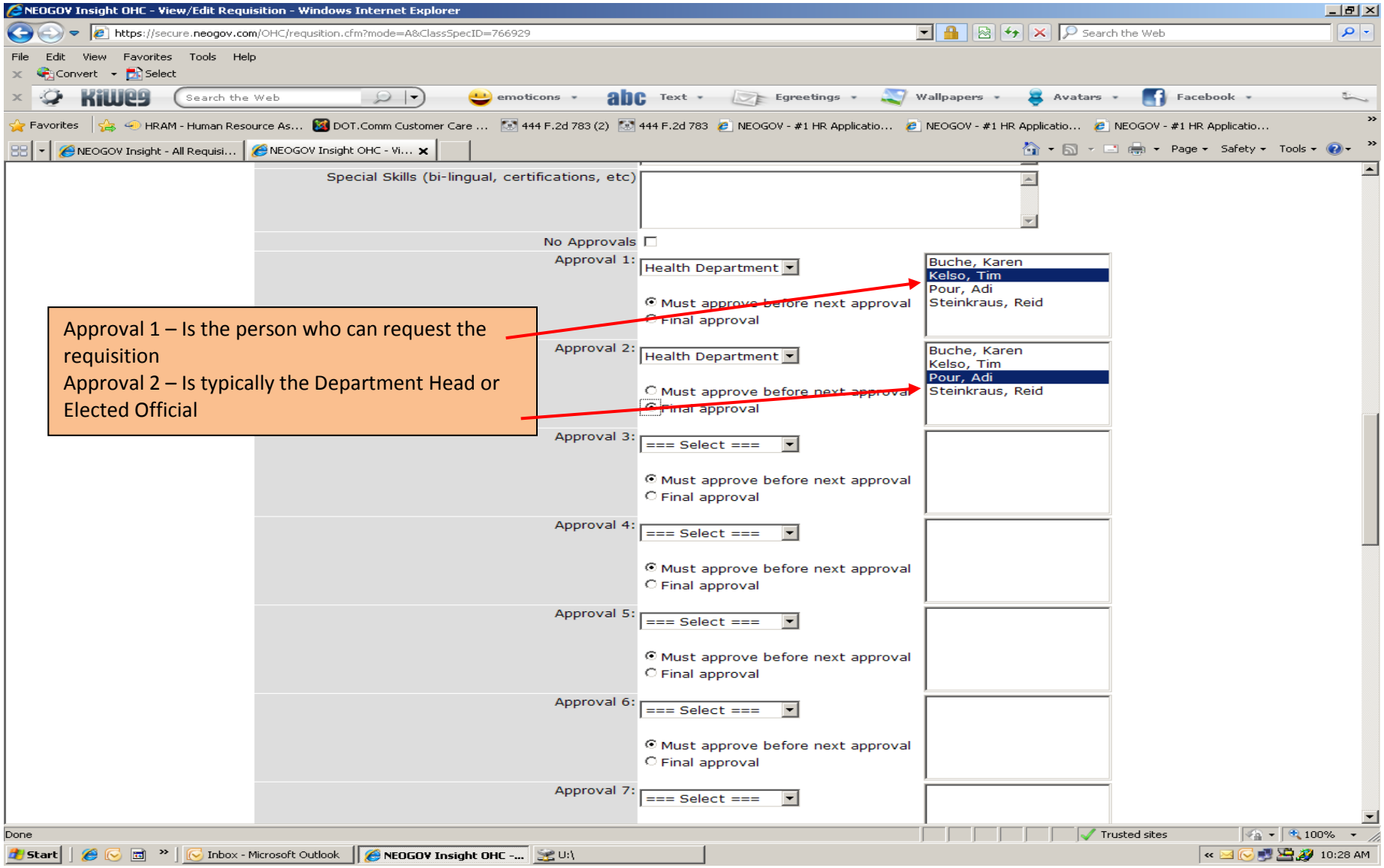
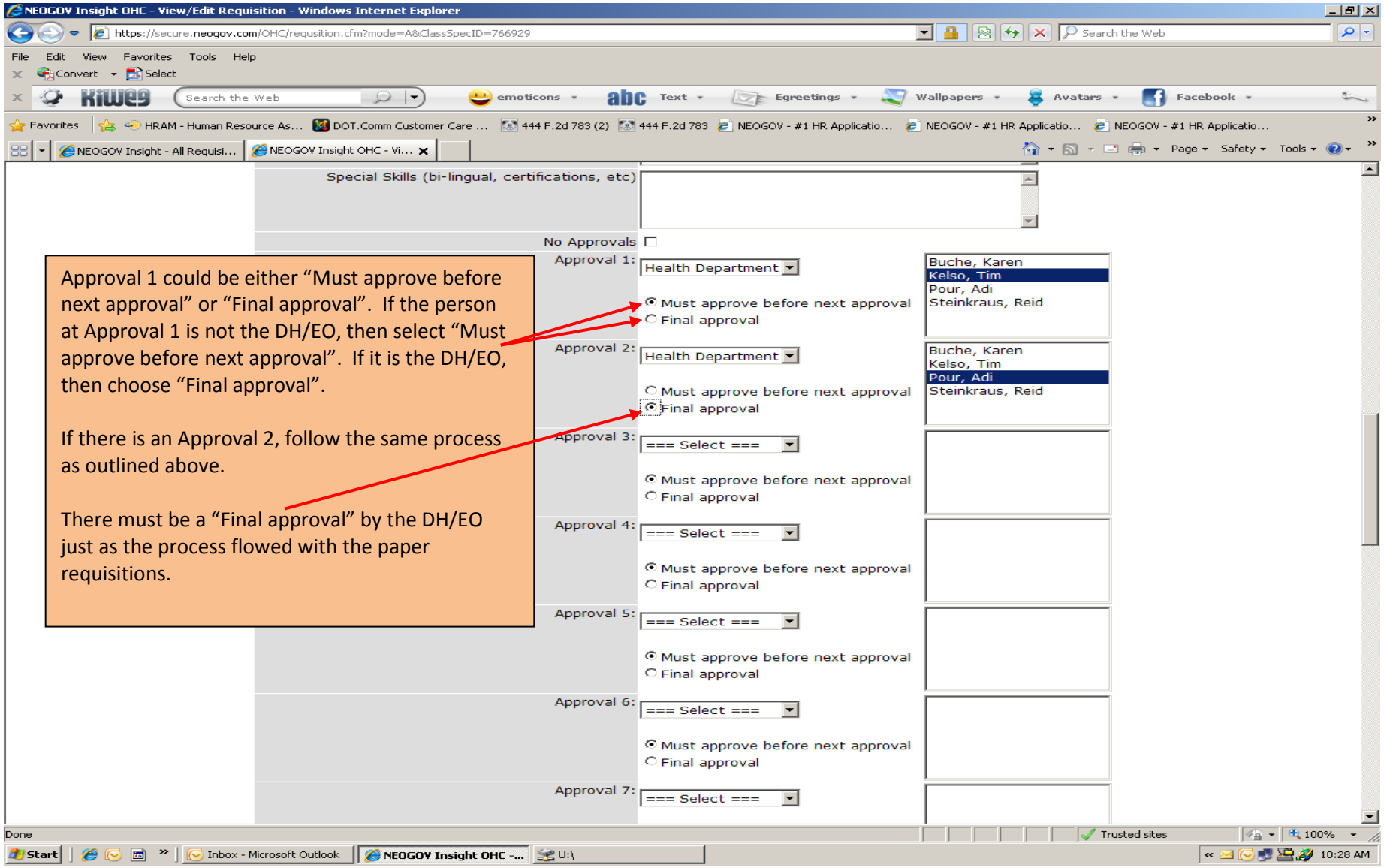
NeoGov Originator Requisition Approval SetUp Instructions

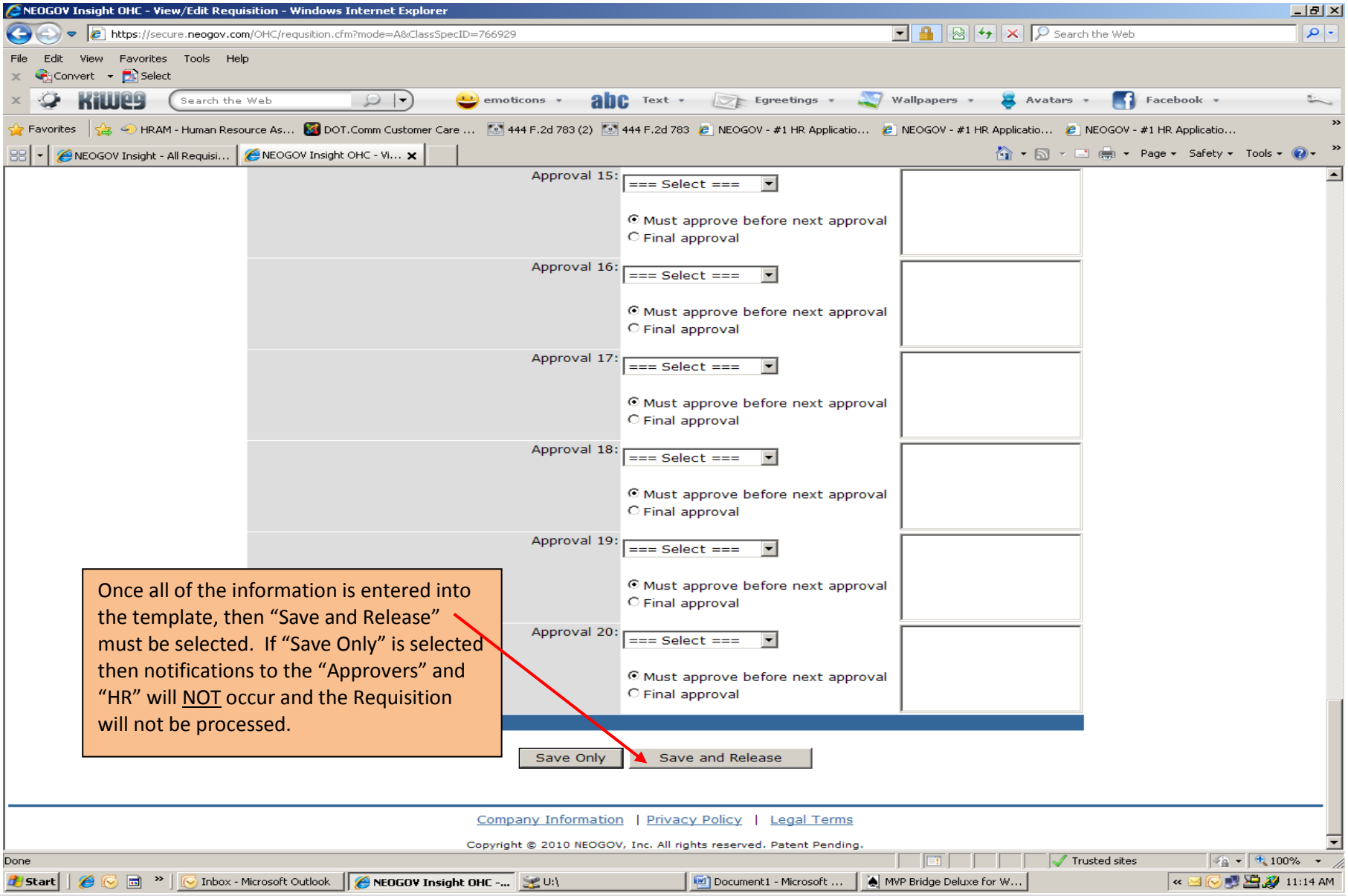
The “Originator” is responsible for setting up the “Approvals” when the requisition is created. The “approval process” is determined by each department and may differ within a department if there are sections or units within the department.



NeoGov Originator Requisition Approval SetUp Instructions

Once the approvers have been identified, then it is necessary to identify their role approval status. This is done by selecting one of the radio buttons associated with the "Approval" level (i.e. Approval 1, Approval 2, etc.).



NeoGov Originator Requisition Approval SetUp Instructions

Once the Requisition is completely filled out, then the “Originator” needs to select “Save and Release”.