

NEWCASTLE PUBLIC SCHOOLS

Procedural Memorandum

Rev. 7/19/2021

Re: Approving an Electronic Purchase Requisition

Open the Purchase Requisition application in Wengage.

Click on the Purchase Requisition box, then click on Approvals.

Click the word "Submitted" on the left hand side of one of the requisitions.

Review the contents of the requisition.

When done, click "Back to Requests" on the top left side.

Check the Select box on the left hand side and make your decision on the right hand side – you can:

Approve – it moves up the chain. You will have a box to add comments but that is not necessary.

Send Back – it will return to the requisitioner. You will have a box to add comments as to why. They can adjust as requested and resubmit.

Deny – it will return to the requisitioner. You will have a box to add comments as to why but the requisition is dead and a new one will have to be created.

The requisitioner does not get a notice / email / alert that any of those steps have happened, but when they login to the system they will be able to see everything.

If you have several requisitions to approve, you can select multiple requisitions at one time and approve them all at once.