

REVIEW AND APPROVE A SPEND AUTHORIZATION

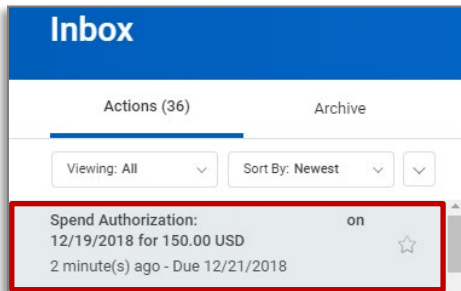
Spend Authorizations are used to grant approval for future expense items. This job aid details the process to **Review Spend Authorizations** that have been submitted for approval.

From the **Home Page**:

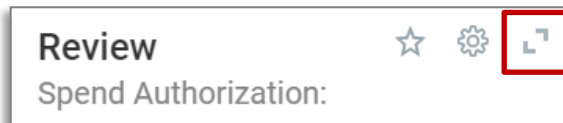
1. Click **Inbox** in the top right-hand corner of the **Home page**.



2. Click the **Spend Authorization** to review.

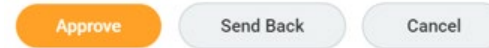


3. Scroll to display full report details. To expand the view of the spend authorization, click  in the upper right corner of the item.



- a. A Justification for the future expenses should be included.
- b. Review all attachments to confirm they support and satisfy the request.

4. Complete the review and select one of the following actions:



- a. **Approve**: Route the task to the next step in the approval process or complete the process if this is the final approval
- b. **Send Back**: Send the task back to the initiator. A **Comment** to the initiator is required
- c. **Cancel**: Exit task without taking action, leaving the item in the **Inbox**

5. Click **Done**.

