Requisition Approval
Quick Steps

for complete instructions, go to:
www.isu.edu/tigeri/training

1. Log in to BengalWeb –
bengalweb.isu.edu. Find
the Approval Alerts channel
on either the Finance or
Purchasing tab.
2. Click the “Next Approver” link,
and the Approve Documents
screen appears.
3. Click on a Document number,
and the View Document
screen appears.
4. Review the details of the requi-
sition. Make sure that all details
are correct.
5. Click the back button on your
browser to return to the Approve
Documents screen.
6. If everything is OK:
Click Approve. The approval
screen appears. Click Approve
Document.

If changes are required:
Click Disapprove. The disapproval
screen appears. Type in the
specific reason for your disap-
proval, giving details about what
needs to be changed. Click
Disapprove Document.

7. Click Continue if you want to
review additional documents.
Otherwise, you’re done.

Need Help? Call the IT Service Desk:
282-4357 (HELP)  help@isu.edu

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