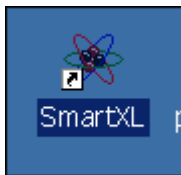


Purchase Order Approvers Guide

Logging on the System

Anyone who will be using the SMART Requisition System to approve requisitions must have an ID in SMART Security.

Starting the Program



From the Desktop choose the SMARTXL Icon

Security Login



Sign in with Password and ID. Check the Remember Password box to have SMARAT remember the password.

Changing SMART Security Password



To change the password, type in user ID and password then click on the KEY and type in a new password, retype the password again. Call the security coordinator at the district to reset passwords

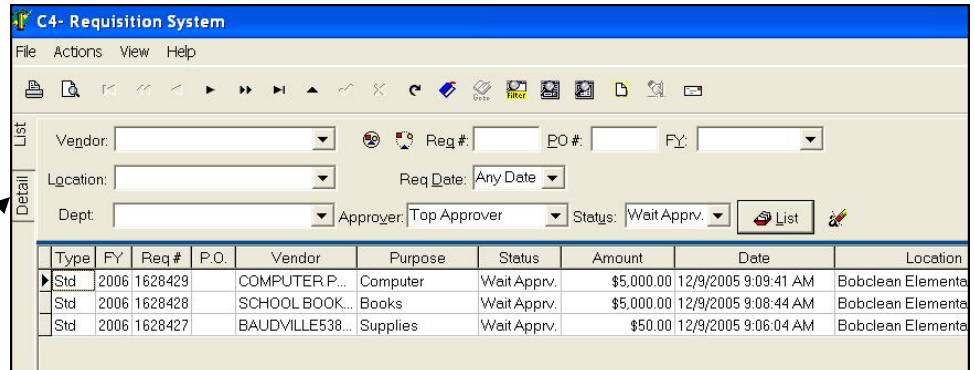
Approving Requisitions

When entering the SMARTXL System if there are requisitions to approve, a confirm box will allow the approver to go right to the requisitions to approve by choosing YES.

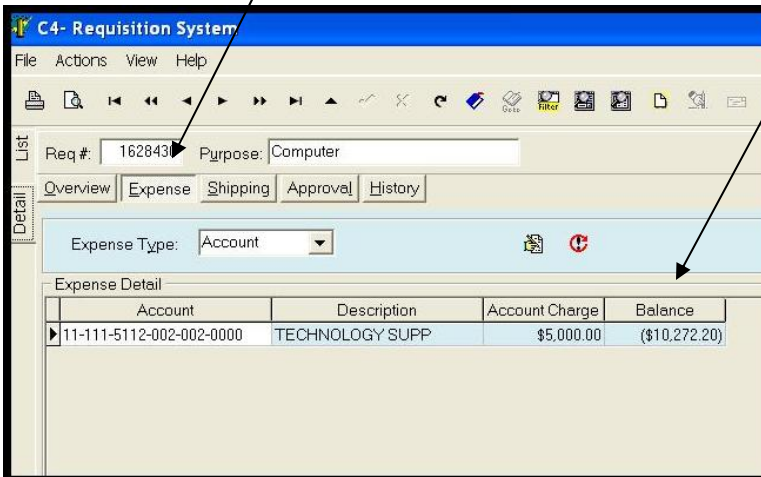


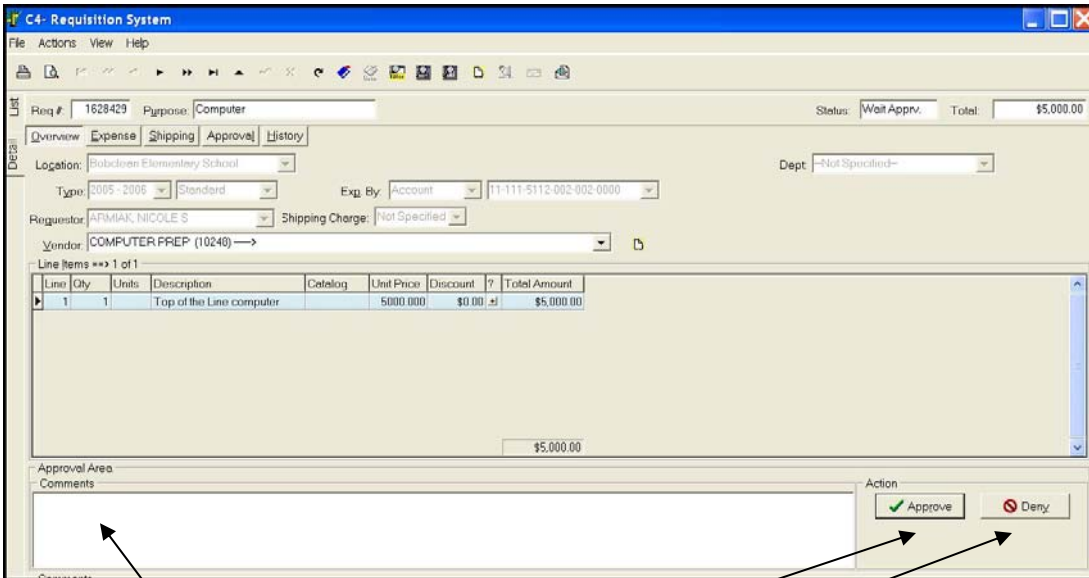
A list of requisitions waiting approval appears.

Double click on the first requisition or select the Detail tab to approve or deny the requisition.



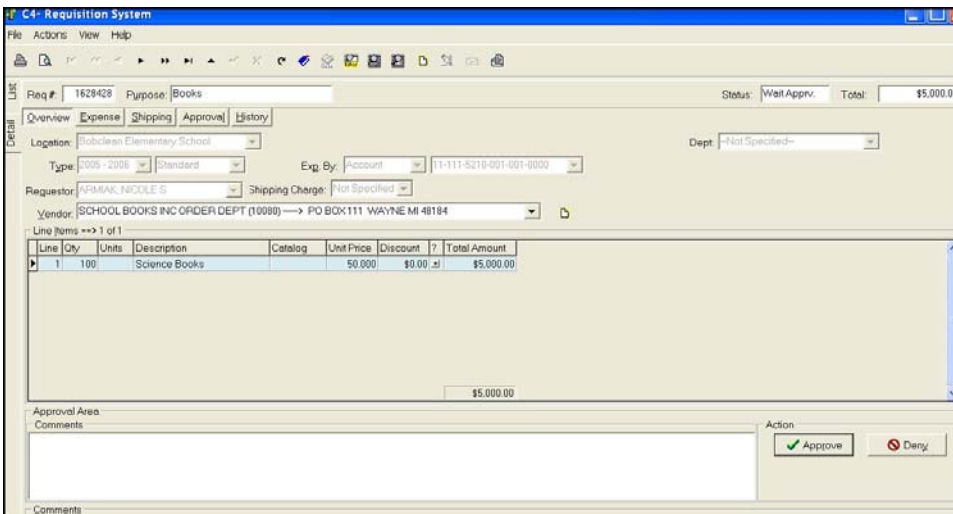
Click on the Expense Tab to view the account Description and Account Balance.



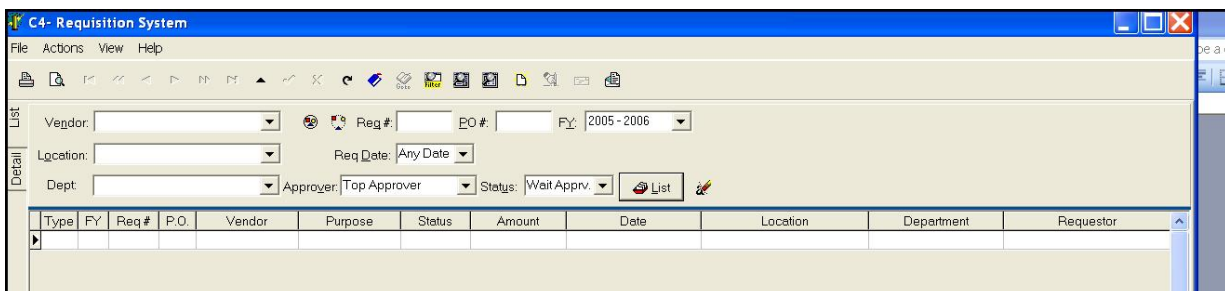


Add Comments if necessary **before** clicking on Approve or Deny.

The next requisition awaiting approval will appear on the screen.



Continue until all requisitions are approved or denied. Close the requisition module.



E-mail Notification - Requisitions to Approve

Approvers will receive email at 11 a.m. or 3 p.m. if the approver has requisitions to approve.

