



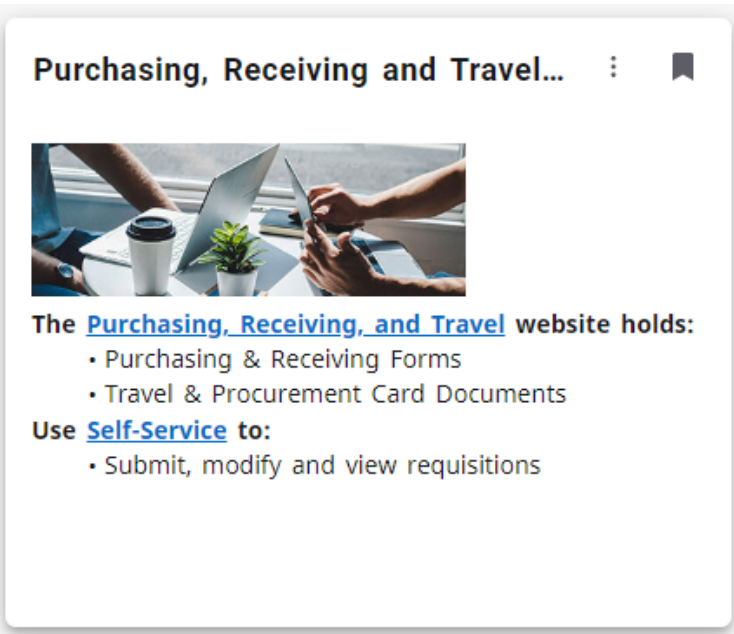
REQUISITION APPROVALS

INSTRUCTIONS FOR SELF-SERVICES

Created December 2021

ACCESSING THE REQUISITION APPROVAL SCREEN

1. Sign into <https://experience.elluciancloud.com/cotc/>
2. Locate the Purchasing, Receiving and Travel Card and click on Self Service.



Purchasing, Receiving and Travel...

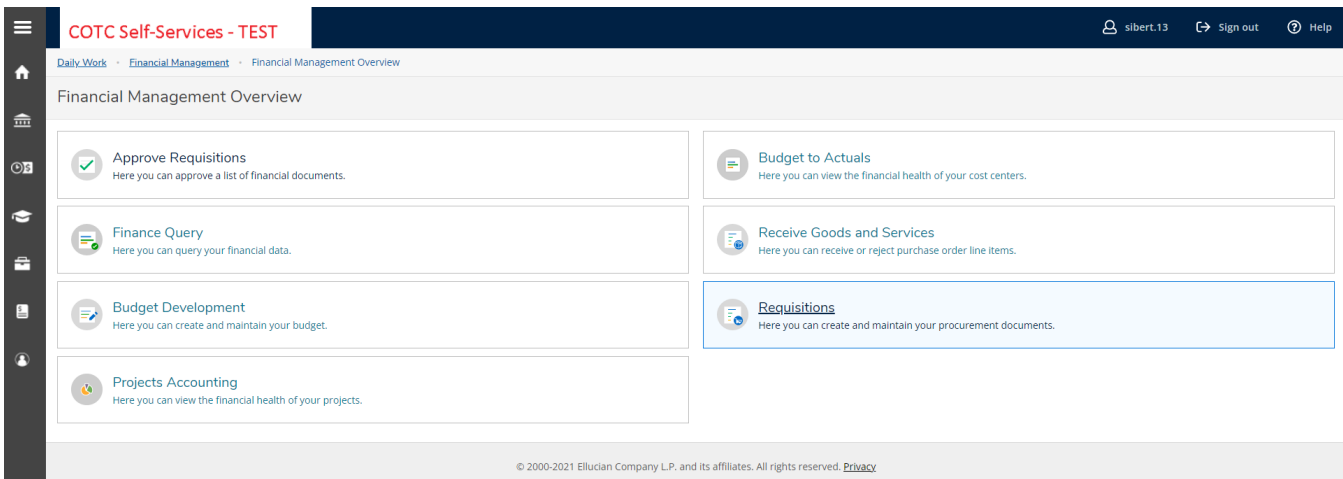
The **Purchasing, Receiving, and Travel** website holds:

- Purchasing & Receiving Forms
- Travel & Procurement Card Documents

Use **Self-Service** to:

- Submit, modify and view requisitions

1. When the Financial Management page opens, select **Approve Requisitions**.



COTC Self-Services - TEST

Daily Work · Financial Management · Financial Management Overview

Financial Management Overview

- Approve Requisitions**
Here you can approve a list of financial documents.
- Budget to Actuals
Here you can view the financial health of your cost centers.
- Finance Query
Here you can query your financial data.
- Receive Goods and Services
Here you can receive or reject purchase order line items.
- Budget Development
Here you can create and maintain your budget.
- Requisitions**
Here you can create and maintain your procurement documents.
- Projects Accounting
Here you can view the financial health of your projects.

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ENTERING A REQUISITION

1. Click the **Approve** tab

Approve	Next Approver	Requisition / Date / Vendor	Approvers / Next Approvers	Total	Override Budget?
<input type="checkbox"/>	Next Approver Lookup	0029231 11/23/2021 Eliucian Company, L.P.	Connie Gargani (+3)	\$2,000.00	<input type="checkbox"/>
<input type="checkbox"/>	Next Approver Lookup	0029230 11/10/2021 Eliucian Company, L.P.	Morgan Evans (+3)	\$960.00	<input type="checkbox"/>
<input type="checkbox"/>	Next Approver Lookup	0029229 11/10/2021 Eliucian Company, L.P.	Connie Gargani (+3) Morgan Evans (+4)	\$960.00	<input type="checkbox"/>
<input type="checkbox"/>	Next Approver Lookup	0029228 11/10/2021 Staples Contract & Commercial Inc	David Brilliant (+3)	\$500.00	<input type="checkbox"/>
<input type="checkbox"/>	Next Approver Lookup	0029224 10/27/2021 Eliucian Company, L.P.	Connie Gargani (+3)	\$8.00	<input type="checkbox"/>

Note about this page:

Under the **History** tab, you are provided with a list of requisitions that you have previously approved. Clicking on the **Filter** bubble will allow you to filter your previously entered transactions by Document Type, Vendor, Amount, Date Range or Status.

Requisition / Date / Vendor	Approvers	Total
0029218 10/25/2021 PO Created Eliucian Company, L.P.	Kimberley Sibert 12/10/2021	\$10.00
0029217 10/21/2021 PO Created Eliucian Company, L.P.	Kimberley Sibert 11/10/2021 (+2)	\$1,000.00
0029216 10/21/2021 Not Approved Eliucian Company, L.P.	Kimberley Sibert 10/27/2021	\$40.00
0029209 10/6/2021 Outstanding WWR International LLC	Kimberley Sibert 10/27/2021	\$10.00
0029206 9/22/2021 Outstanding Eliucian Company, L.P.	Kimberley Sibert 10/27/2021	\$10.00
0029218 10/25/2021 PO Created Eliucian Company, L.P.	Kimberley Sibert 10/25/2021	\$10.00
0029217 10/21/2021 PO Created Eliucian Company, L.P.	Kimberley Sibert 10/21/2021	\$1.00
0029216 10/21/2021 Not Approved Eliucian Company, L.P.	Kimberley Sibert 10/21/2021	\$1.00
0029209 10/6/2021 Outstanding WWR International LLC	Kimberley Sibert 10/27/2021	\$14.97
0029206 9/22/2021 Outstanding Eliucian Company, L.P.	Kimberley Sibert 9/22/2021	\$12.00

There are no matching purchase orders that list you as an approver.

2. Click on the requisition number that you wish to review and approve.

- A side panel will open, allowing you to view, the requisition with tabs for Overview, Approvers, Line Items and Additional Details.

Approve Requisitions

Approve	Next Approver	Requisition / Date / Vendor	Approvers / Next Approvers
<input type="checkbox"/>	Next Approver Lookup	0029231 11/23/2021 Eluclan Company, L.P.	Connie Gargani
<input type="checkbox"/>	Next Approver Lookup	0029230 11/10/2021 Eluclan Company, L.P.	Morgan Evans
<input type="checkbox"/>	Next Approver Lookup	0029228 11/10/2021 Eluclan Company, L.P.	Connie Gargani, Morgan Evans
<input type="checkbox"/>	Next Approver Lookup	0029228 11/10/2021 Staples Contract & Commercial Inc	David Brillhart
<input type="checkbox"/>	Next Approver Lookup	0029224 10/27/2021 Eluclan Company, L.P.	Connie Gargani
<input type="checkbox"/>	Next Approver Lookup	0029223 10/27/2021 Eluclan Company, L.P.	Jeff Crabtree
<input type="checkbox"/>	Next Approver Lookup	0029222 10/27/2021 BP Oil Co	Jeff Crabtree

Requisition Details

0029230

Overview Approvers Line Items

Status: Not Approved

Vendor: 0035034 Eluclan Company, L.P.

Amount: \$960.00

Maintenance Date: 11/10/2021

Initiator: Mrs. Heather N. Pursley

Requestor: Mrs. Heather N. Pursley

Attachments: [View \(1\)](#)

Additional Details

Printed Comments - Prints on PO

Business Purpose/Internal Comments *

Warning: All line items on this document have been populated with default tax form information from the chosen vendor. Training

- You can click on the requisition number within that panel if you would prefer for a full screen view of the requisition which opens in a separate tab.

Requisition 0029230

Status	Not Approved	Date	11/10/2021
Vendor	0035034 Eluclan Company, L.P.	Status Date	11/10/2021
Amount	\$960.00	Desired Date	
Maintenance Date	11/10/2021	AP Type	AP Operating Accounts Payable
Initiator	Mrs. Heather N. Pursley		
Requestor	Mrs. Heather N. Pursley		
Associated Documents			
Attachments	View (1)		

Printed Comments - Prints on PO

Business Purpose/Internal Comments *

Warning: All line items on this document have been populated with default tax form information from the chosen vendor. Training

Approvers	Approval Date
Morgan Evans	Awaiting Approval
Jennifer Mechling	Awaiting Approval
Lisa Orr	Awaiting Approval
Kimberley Sibert	Awaiting Approval

Line Items	Description	Quantity	Unit	Price	Extended Price
1	Eluclan Training	1	EA	\$960.0000	\$960.00

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- If, after reviewing all the details of the transaction click the checkbox next to the requisition you reviewed.

COTC Self-Services - TEST sibert.13 Sign out Help

Daily Work Financial Management Approve Documents

Approve Requisitions

Approve History

Requisitions

Approve	Next Approver	Requisition / Date / Vendor	Approvers / Next Approvers	Total	Override Budget?
<input type="checkbox"/>	<input type="text" value="Next Approver Lookup"/>	0029231 11/29/2021 Eliucian Company, L.P.	Connie Gargani (13)	\$2,000.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="Next Approver Lookup"/>	0029230 11/10/2021 Eliucian Company, L.P.	Morgan Evans (13)	\$960.00	<input type="checkbox"/>

6. Finally, click Submit on the bottom right side of the page.

ⓘ There are no journal entries that require your approval.

[Submit](#)

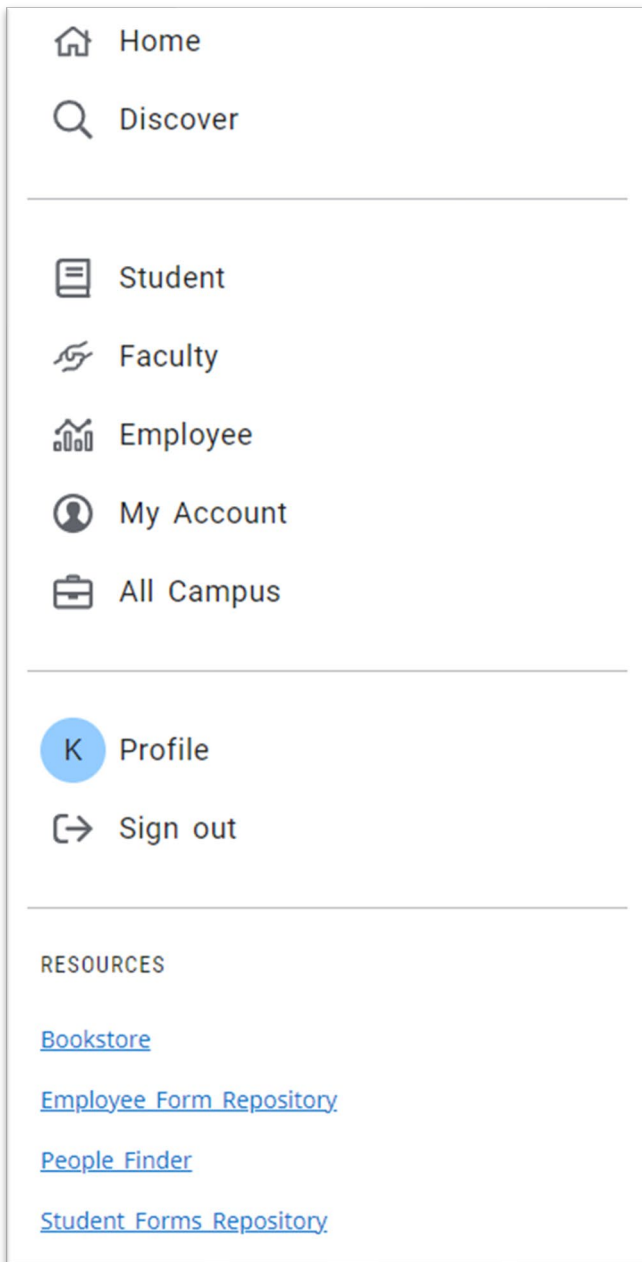
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Locating Purchasing Related Forms

1. At the top left of the page (<https://experience.elluciancloud.com/cotc/>) click the three lines.



2. Click Employee Form Repository near the bottom.



3. Scroll down to the Purchasing areas.

Purchasing

[Bid Request Form](#)

[Bid Waiver Form](#)

[Purchase Order Terms and Conditions](#)

[COTC Tax Exempt Form](#)

[Requestion Form \(optional backup to web req\)](#)

[Substitute W9 Form - COTC](#)

Purchasing - Pcard

[Allocating or Editing a Transaction- Bank of America Pcards](#)

[COTC PCard Reconciliation Form](#)

[Procurement Card Tracking Log](#)

[Creating an Expense Report - Bank of America Pcards](#)

[Pcard Policy](#)

Purchasing - Travel

[Travel Request/Reimbursement Form \(Overnight\)](#)

[Travel Reimbursement Form \(Local Only\)](#)

[Newark Campus Mileage Reimbursement Request Form](#)

[Travel Policy](#)