

APPROVING A PR

An approver accesses the PR in AASIS to review the data and attachments.

Upon review, the approver can:

1. Release (approve) the PR.
2. Reject the PR.

An approver may reject a PR when:

- The purchase request is denied.
- The PR requires changes.

For more information on approving a PR and instruction on the AASIS steps to release it, go to the link for ***AASIS Steps for Approving a PR***.

If an approver releases a PR then later decides that the PR should not have been approved, he/she can reverse the release on the PR if subsequent approvers have not yet released it.

For instruction on how to reverse an approval on a PR, go to the link for ***AASIS Steps for Reversing or Cancelling an Approval on a PR, OA, or PO***.

Rejecting a PR Approval Request

Occasionally, an approver may need to reject an approval request to deny the purchase or because the requisitioner needs to change or correct something in the PR.

Before executing a rejection of a PR, you should:

- Document in the PR the reason for the rejection.

OR

- Document in the PR any changes that the requisitioner must make to the PR for an approval to be executed.

For instruction on how to reject a PR in AASIS, go to the link for ***AASIS Steps for Rejecting a PR Approval Request***.

Approval Functions in EASE

The State provides another platform from which an approver can access the release function. This platform is called Empowering Arkansas State Employees (EASE).

For direction on how to approve through EASE, which provides mobile access for releasing procurement documents, go to the Learning tile on the EASE home page and look for the EASE Procurement Approval training class.

Changing a PR and Cancelling a PR

Occasionally, an approver may reject a PR, either to deny the purchase or to request changes to the document. The requisitioner should check for any rejections or requests for changes to the PR and take the necessary action.

To learn more about changing or cancelling PR, go to the link for ***AASIS Steps for Changing or Cancelling a PR.***