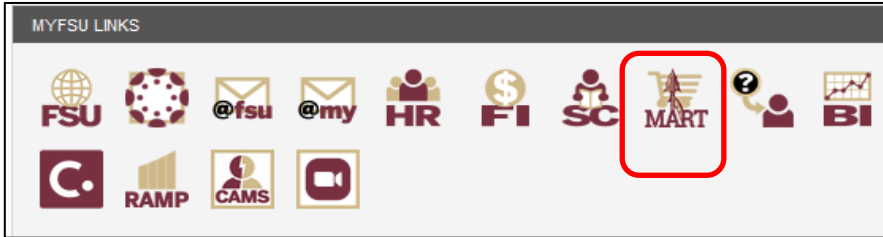


**Overview**

This Job Aid will discuss how you can view the approval status of your requisition.

Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:

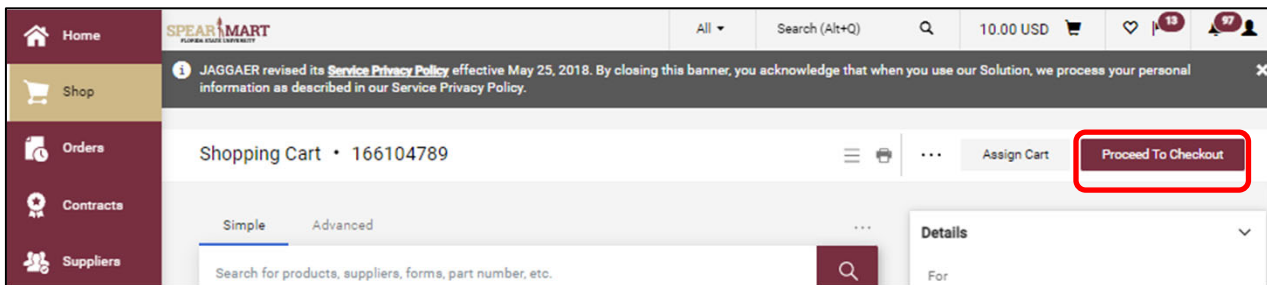


There are several ways you can access the approval status of your requisition:

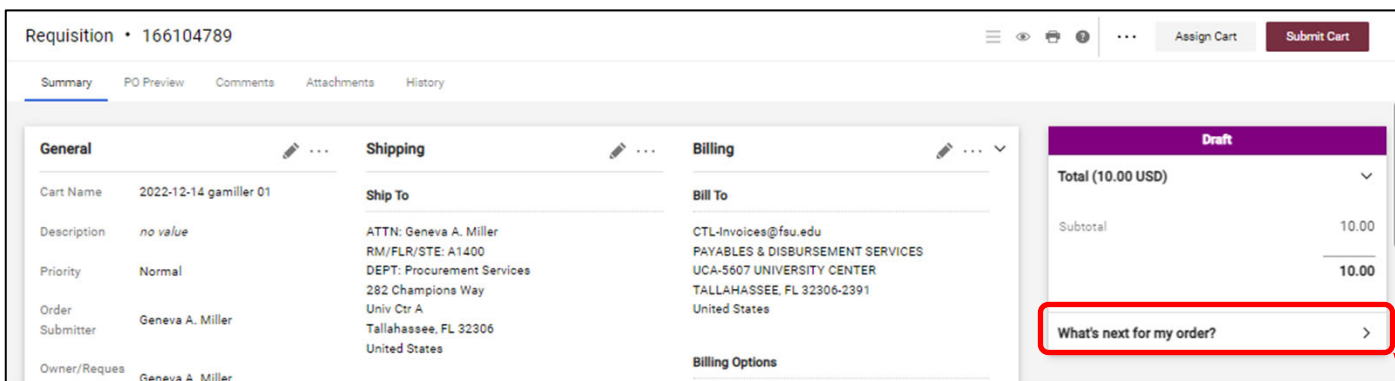
- [Before your requisition is submitted](#)
- [Immediately after your requisition is submitted](#)
- [Anytime after your requisition is submitted](#)

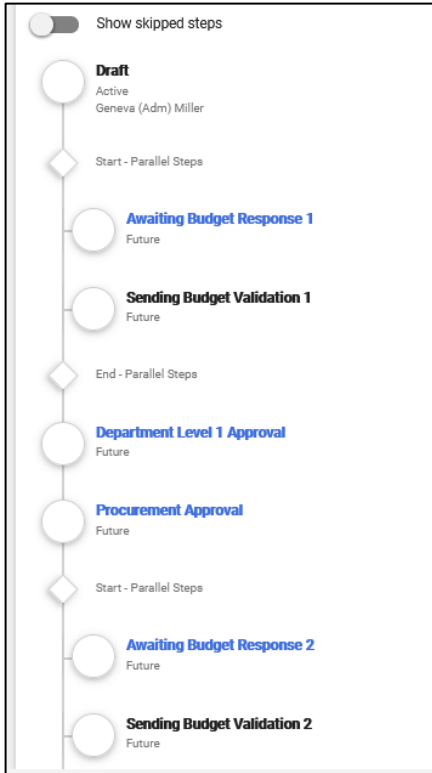
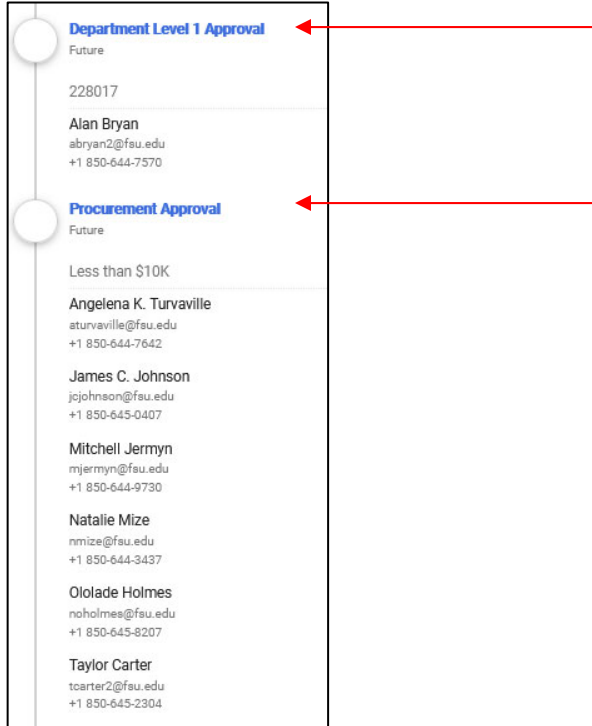
**Before Your Requisition is Submitted**

You can always view the approval workflow for your requisition before your shopping cart is submitted simply by clicking on “What’s next for my order” after clicking on **Proceed to Checkout**.



If the section is not already expanded, click the arrow to see a preview of the Approval Workflow.



Approval popup showing approvers for the following steps:

- Department Level 1 Approval** (Future)
  - 228017
  - Alan Bryan  
abryan2@fsu.edu  
+1 850-644-7570
- Procurement Approval** (Future)
  - Less than \$10K
  - Angelena K. Turvaville  
aturvaville@fsu.edu  
+1 850-644-7642
  - James C. Johnson  
jjohnson@fsu.edu  
+1 850-645-0407
  - Mitchell Jermyn  
mjermyn@fsu.edu  
+1 850-644-9730
  - Natalie Mize  
nmize@fsu.edu  
+1 850-644-3437
  - Ololade Holmes  
noholmes@fsu.edu  
+1 850-645-8207
  - Taylor Carter  
toarter2@fsu.edu  
+1 850-645-2304

Clicking on **the blue text** for any one of the workflow steps will trigger a popup that shows all of the approvers for that step. In this example, any one of the names displayed can approve to move the requisition forward.

**Immediately After Your Requisition is Submitted**

✔ Requisition 154867390 Submitted

Summary	Options
Requisition number: 154867390	<a href="#">Print</a>
Requisition status: Pending	<a href="#">Recent orders</a>
Cart name: 2022-03-02 gamiller_lu 01	<a href="#">Return to your home page</a>
Requisition date: 3/11/2022	
Cart total: 10.00 USD	
Number of line items: 1	

The screen above is what you will see immediately after Submitting Your Cart into workflow. If you click on the **requisition number**, You will see the same screen as at the top of this page which shows the workflow for the requisition.

### Anytime After Your Requisition is Submitted.

You can view the approval status of your requisition any time after your requisition is submitted using several methods. For this Job Aid, we'll cover the top 3 ways to view your order status:

#### 1. From the My Requisition Widget (bottom of the Shopping Homepage)

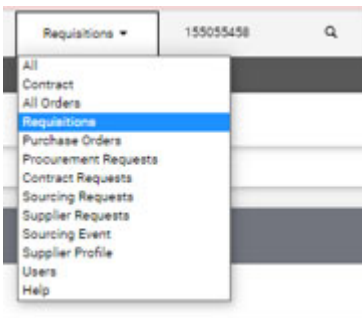


Number	Requisition	Requester	Date	Total
155333709	2022-03-14 gamiller 01	Geneva A. Miller	3/14/2022	10.00 USD
155055458	2022-03-07 gamiller 01	Geneva A. Miller	3/9/2022	34.00 USD

Icons in front of the Requisition Number indicate the status.

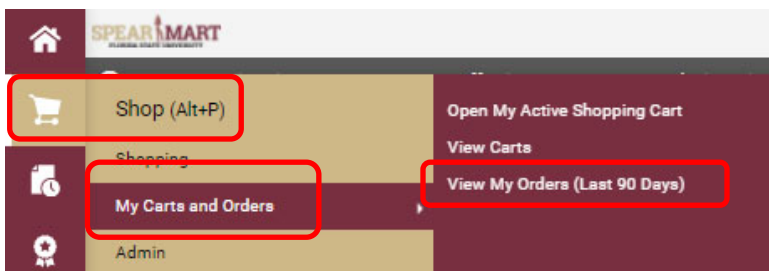
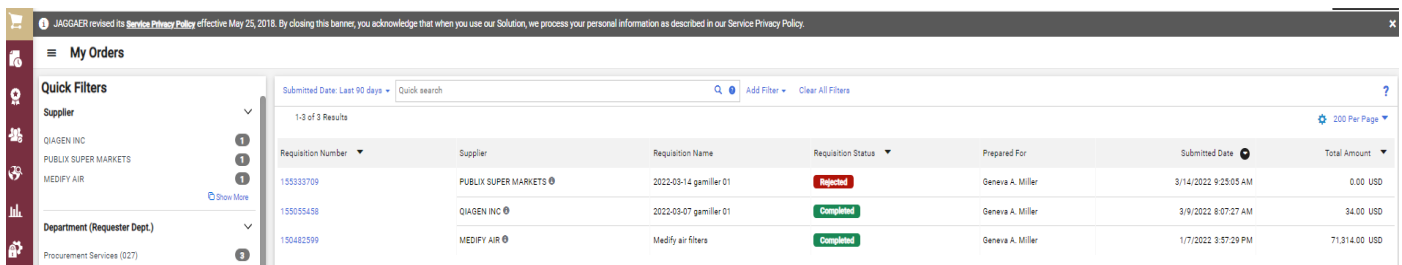
- Double circle arrows – Pending
  - Green Check – All Approvals Complete
- Click on the Req # to open the requisition

#### 2. Using the QuickSearch (Top Right)



Select **Requisition Number** and enter the number to the right as shown and then click the magnifying glass in the far right.

#### 3. From the Shop Menu

Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For	Submitted Date	Total Amount
155333709	PUBLIX SUPER MARKETS	2022-03-14 gamiller 01	Rejected	Geneva A. Miller	3/14/2022 9:25:05 AM	0.00 USD
155055458	QIAGEN INC	2022-03-07 gamiller 01	Completed	Geneva A. Miller	3/9/2022 8:07:27 AM	34.00 USD
150482599	MEDIFY AIR	Medify air filters	Completed	Geneva A. Miller	1/7/2022 3:57:29 PM	71314.00 USD

**What's next?**

Workflow

Show skipped steps

**Submitted**  
3/14/2022 9:36 AM  
Justin Molina

Start - Parallel Steps

**Awaiting Budget Response 1**  
Approved

**Sending Budget Validation 1**  
Completed

End - Parallel Steps

**Project Manager Approval**  
Approved  
Gena M. St. John

**Sponsored Research Approval**  
Active

520 to 540 184000-211003

**Cathleen B. Bass**  
cbass@admin.fsu.edu  
+1 850-644-8645

**Emily N. Stivers**  
emerona@admin.fsu.edu  
+1 850-644-8671

**Jessica A. Lambdin**  
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**Kristopher A. Gaskins**  
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+1 850-644-8651

Notice in the above example, the checks indicate the workflow step is complete. The Blue link indicates where the requisition currently is pending in workflow.

If you would like to view the approval status of requisitions from someone other than you or by specific fund, project, approver, requester etc., use **Document Search**. See the Document Search Job Aid for additional information.