1. SCOPE:

- This procedure discusses the process used to REVIEW WORK FLOW.

2. RESPONSIBILITY:

- Purchasing

3. APPROVAL AUTHORITY:

- Executive Purchasing/Budget Director

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4. DEFINITIONS:

Signature   Date

- SLPS – Saint Louis Public Schools

- SAP – Information system used by SLPS

5. PROCEDURE:

Business Workplace – SBWP

5.1. Click in the **Command Field,** type **SBWP** and then press the **Enter** key.

The **Business Workplace Screen** is displayed.

5.2. Click ▷ 📦 Inbox (inbox) button.

5.3. Click ▷ ▶ Workflow 0 (workflow) button.

The requisitions needing approval are displayed.

5.4. Double-click on the **Requisition** needing to be approved.

The requisition is displayed. **Note:** Requisitions are released at the line item level, you will need to approve or reject a requisition at the line item level.

5.6. To approve a requisition item, In the **Release** column, click ✔ (approve) button.

5.7. To cancel a requisition, click on the Cancel button.

5.8. Repeat the approval or rejection for the remaining line items. If applicable.

5.9. Once complete, click 💾 (save) button.
The **Business Workplace Screen** is displayed.

5.10. Click the 🔃 (update) button to update your inbox.

6. RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
SAP Issued	Computer	3 years	Discard as desired	Password protected

7. REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/11/08	A	Initial Release

* * * E n d o f p r o c e d u r e * * *