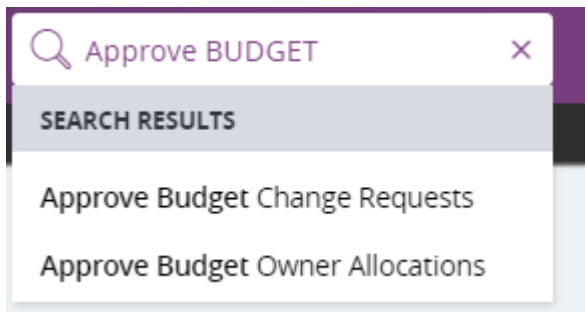# APPROVE BUDGET CHANGE REQUEST

(previously Budget Amendment)

If you have been designated as an approver for this workflow, use the Approve Budget Change Request to approve or deny budget change requests.

In the search box in the upper right hand side of your screen type in the word "APPROVE BUDGET". Select "APPROVE BUDGET CHANGE REQUESTS".

The Budget Change Request Workflow Approval tab is displayed with requests awaiting approval. The "Approve As field" defaults to your name. In the upper right corner of the tab, the date and time that the approval list was last compiled is displayed. We recommend that you click the "Refresh this list" link to be sure you are viewing the most current requests.

Click on a Budget Change Request (BCR) and it will highlight in yellow. Once it is highlighted in yellow click the "View" button to display the BCR for review.

DATE DEVELOPED: 08/12/21	REVISED DATE:

SUBJECT: Approve Budget Change Request

Approval Button

Review the details. Click on the "Approve & Return" button to approve the request. An "Approval Note" box will pop up. *Optional*: Enter a note regarding the BCR.

Click the "Ok" button to finish the process.

Deny Button

Review the details about the BCR. Click the "Deny & Return" button to deny the request. A "Deny Note" box will pop up. Enter a note regarding the denial then click the Ok button to finish the process.