



Preparing people to lead extraordinary lives

Lawson Requisition Center – Approver Guide

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Introduction

The Lawson Requisition Center (RQC) is an online application used to create purchase requisitions. RQC users can be established as either a **Requester** (a user who places orders) or an **Approver** (a user who approves orders). A requester may only have one approver but a single approver can approve for many requesters.

RQC Access is established by individual accounting unit for each user. To request new, revised, or additional access to RQC, a [System Access Request Form](#) should be submitted to FinancialSystems@luc.edu. The form and [instructions](#) can be located at <https://www.luc.edu/finance/forms.shtml> under the Financial Applications Forms section.

Signature Authority

An Approver should have Signature Authority and be authorized to approve purchases for the AUs on their own profile as well as the AUs on the profiles of the requesters that they approve. Each Approver record should have a secondary Approver for purchases over \$5,000 to comply with the policy for [Approving requests over \\$5k](#).

Purpose

Most Departmental ordering should be accomplished using Lawson Requisition Center working through the Purchasing Department. Purchase Requisitions / Purchase Orders provide for better control, tracking, and approval of University expenditures.

While not all-inclusive, the following examples illustrate the types of goods and services that should be purchased using a Lawson Requisition Center:

- Furnishings of any type
- Computers (PC and Laptops) and Tablets
- Computer Peripherals
- Computer Software and Licensing
- Contracted or Professional Services in excess of \$5,000 (subject to workers classification evaluation)
- Equipment and Appliances
- Mail Services
- Printing Services
- Research Supplies (medical and academic)
- Copy Machines, Facsimile and Telecommunication Equipment
- Automobile purchase or lease
- Animals

Login Screen

Navigate to the Electronic Payment Requisition Application at <https://lawson.luc.edu>.

Enter your Loyola email address and the next screen will ask for your password. Finally, click Sign In



Sign in

Email Address

Next



tplonse@luc.edu

Enter password

Password

Back

Sign in

Lawson Menu

From the Lawson Menu you can:

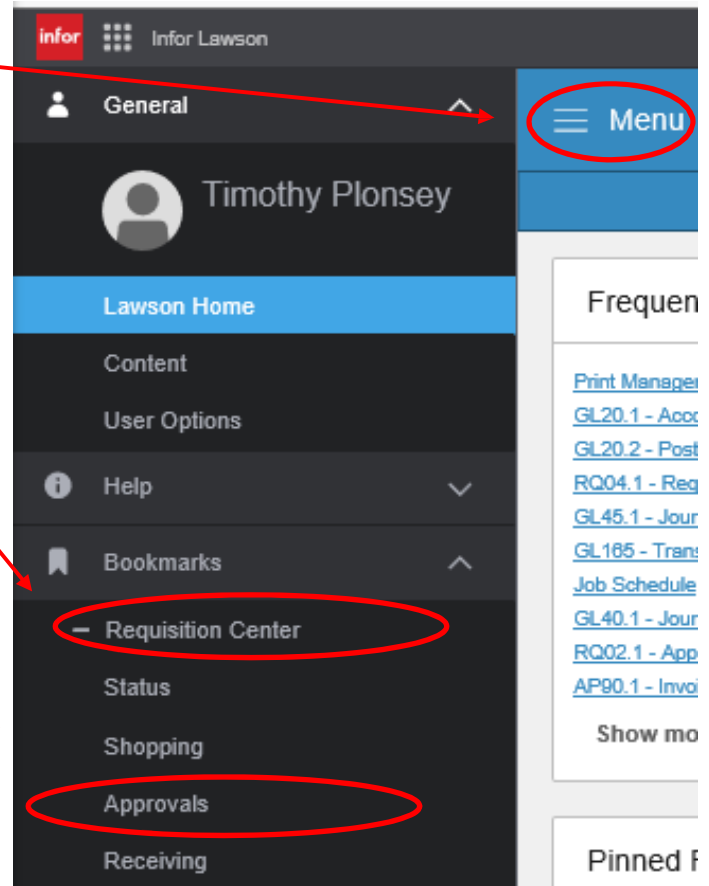
- Start a new requisition
- Resume a requisition draft
- View status of existing requisitions
- Approvers can approve requisitions

Approving a Requisition

1. Log into **Lawson** at <https://lawson.luc.edu>
If you don't see the Menu, click on the 3 bars

2. Click on **Bookmarks > Requisition Center**

3. Click on **Approvals**

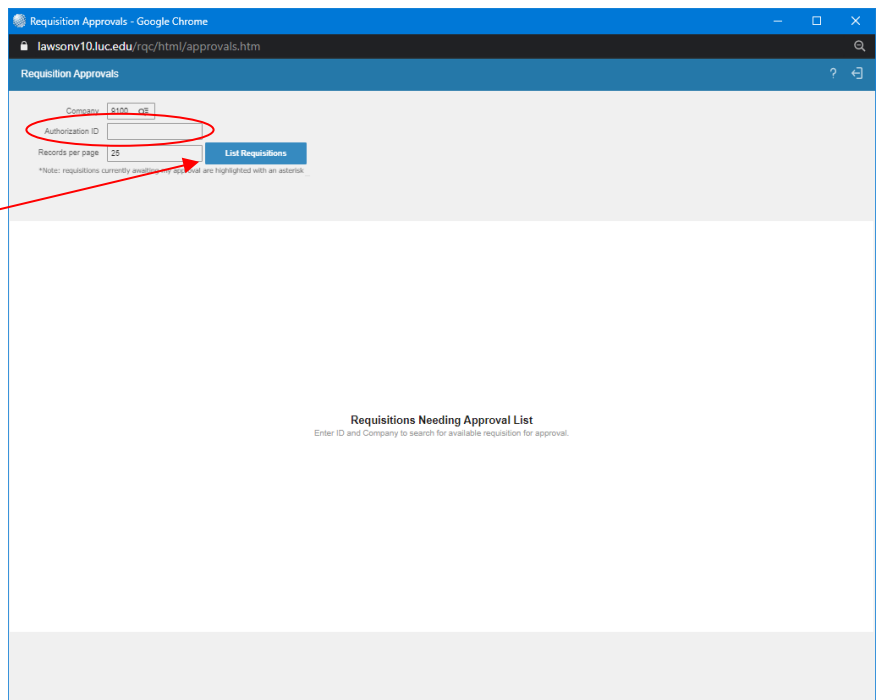


Section 1: Entering an Authorization ID

The authorization ID is sent to the approver from Financial Systems. If you have misplaced the authorization ID you can email FinancialSystems@luc.edu. The authorization ID is like a password. Please do not share it with anyone else.

1. Enter the authorization ID

2. Click on List Requisitions



Section 2: Identifying requisitions for approval

Requisitions needing your direct approval will be highlighted in blue and will have an asterisk after the requisition number. Those that are waiting for lower level approval are highlighted in white. You would not be able to approve requisitions waiting for lower level approval.

Requisition Approvals - Internet Explorer

Requisition Approvals

Company 9100

Authorization ID

Records per page 25

List Requisitions

*Note: requisitions currently awaiting my approval are highlighted with an asterisk

Previous Record Next Record

Action	Requisition	Requester	Requested Delivery Date	Value
<input checked="" type="checkbox"/> <input type="checkbox"/>	1177079*		08/17/2020	943.00

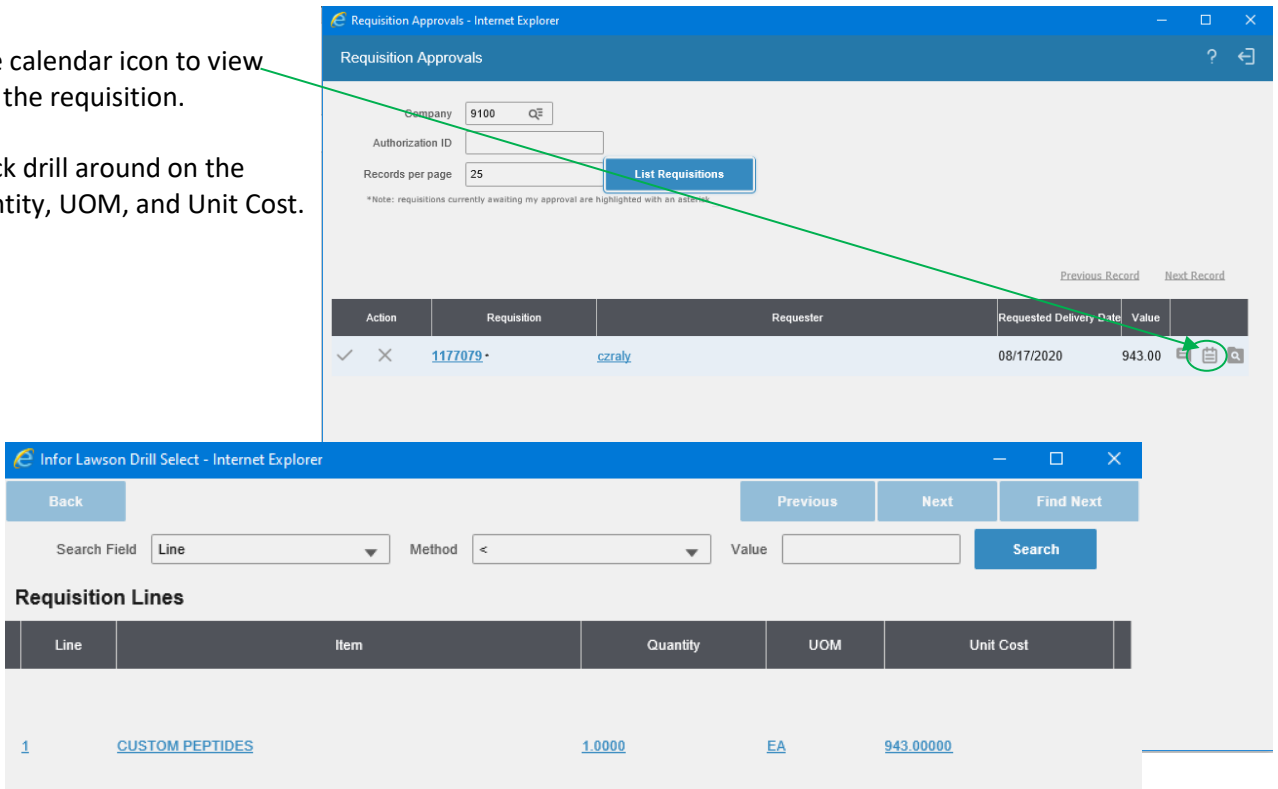
3. Click on the checkmark to approve the

4. Click on the X to reject

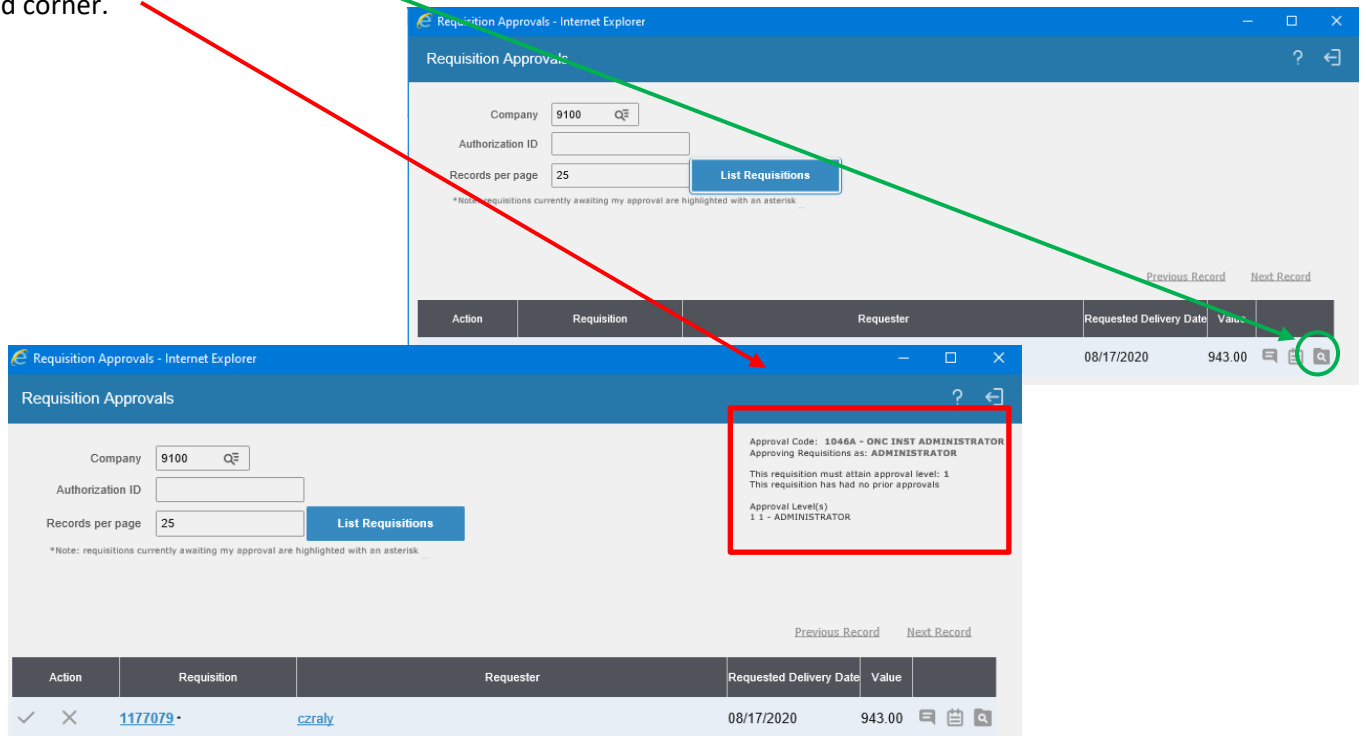
Section 3: View the lines of the Requisitions

Click on the calendar icon to view the lines of the requisition.

You can click drill around on the Items, quantity, UOM, and Unit Cost.



Click on the Folder icon to locate information if your rec will forward on for a second approval. It will appear in upper right Hand corner.



Resources

[Purchasing Department Website](#)

[Purchasing Policy](#)

[Purchasing Manual](#)

[Requisition Guidelines](#)

Contact

For questions or troubleshooting, please contact:

Purchasing Department

820 North Michigan Ave

Water Tower Campus

Lewis Tower-Room 700

(312)915-8780

Purchasing@luc.edu