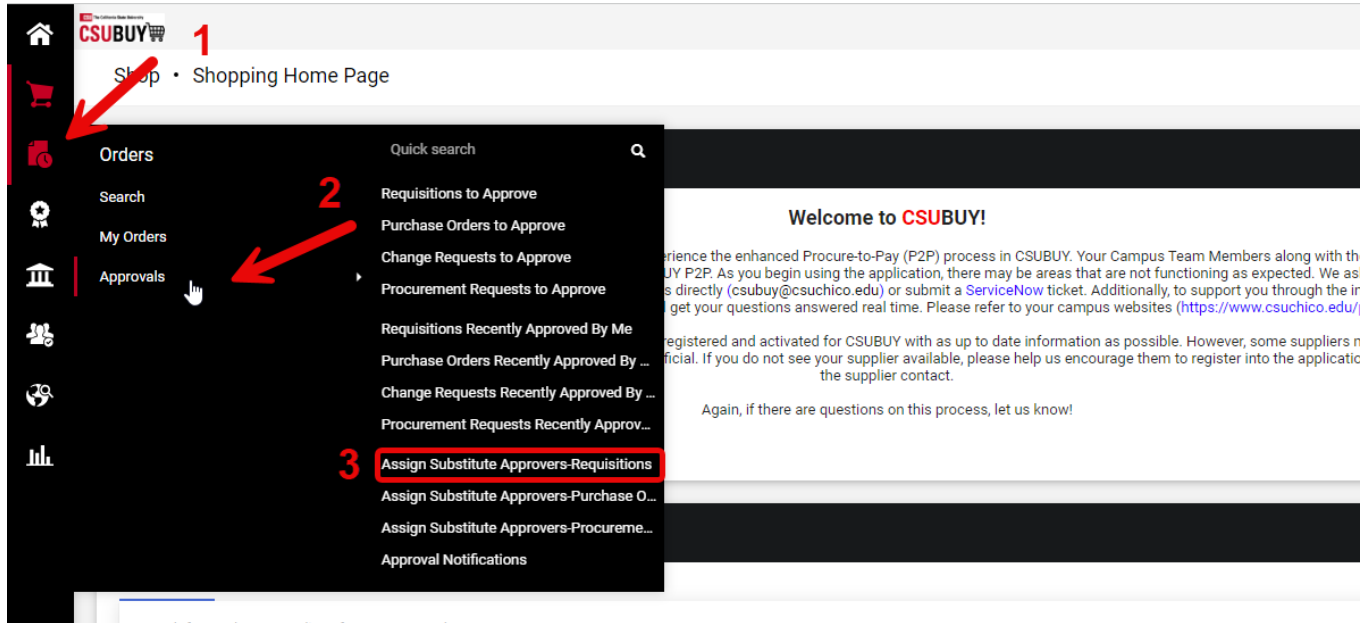




Planning on being out of the office?

If you are planning on being out of the office, don't forget to set your Out of Office notifications AND assign your CSUBUY approvals to a colleague who will be able to work through them and approve. You can assign your substitute approver by following these easy steps:

1. Navigate to the **Orders** flyout tab on the left of your screen. From there hover over the **Approvals** tab and click on **Assign Substitute Approvers: Requisition**.



2. Once there, Click on the **Assign** button next to the department you want to assign an approver for (if assigning approvals for multiple departments, check the box to the right for each deptID:

Folder Name	Approver	Substitute	Action
Buyer: 20000770468 (Layla Betar-Makhoul): (All Values)	Layla Betar-Makhoul		Assign <input type="checkbox"/>
Chico - DeptID 01	Layla Betar-Makhoul		Assign <input type="checkbox"/>
Chico - DeptID 02	Layla Betar-Makhoul		Assign <input type="checkbox"/>
Chico - DeptID 03	Layla Betar-Makhoul		Assign <input type="checkbox"/>
Chico - DeptID 04	Layla Betar-Makhoul		Assign <input type="checkbox"/>

3. On the next screen, check the **Include Date Range for Substitution** box for all temporary assignments. Type in the **name** of the person who you are assigning to. Then indicate the **date range** of the Approval Assignment And click **Assign**



The screenshot shows a web form titled "Assign Substitute" with a close button (X) in the top right corner. The form contains the following elements:

- 1**: A checkbox labeled "Include Date Range for Substitution" which is checked.
- 2**: A search input field for "Substitute Name" with the placeholder text "Type to filter..." and a magnifying glass icon.
- 3**: Two date input fields for "Start Date" and "End Date". Each field has a calendar icon and a clock icon. The placeholder text for both is "mm/dd/yyyy hh:mm a".
- 4**: A red "Assign" button and a grey "Close" button.

At the bottom left of the form, there is a legend: "★ Required".

Helpful Links and Resources:

Procure to Pay Team Contacts: <https://www.csuchico.edu/purc/procure-to-pay.shtml>

CSUBUY P2P Campus Website: <https://www.csuchico.edu/purc/csubuy.shtml>