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:

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
Assign Substitute

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