

1. In your **Inbox**, click on the transaction sent by the cardholder.
2. Review details of the transaction. Pay attention to the spend category, worktags, memo comments and attached receipt associated with the transaction.
3. Click Approve if everything is correct with the transaction. Click Send Back if there is an issue with the transaction. Note: Never Click Deny
4. Click Done.



Note: Review the transaction completely for adherence to University and State policy. Contact the Purchasing Department if you have specific questions.