Tip for the Day!

When accessing the Approve Requisitions page to Approve or Deny Requisitions, it is important to know, you must **click** the Search icon after selecting either High or Medium Priority in order to view Requisitions which need your approval.

The *Priority search field is automatically defaulted to Medium, therefore, when clicking Search you will only be viewing those Requisitions which contain a priority of Medium, if the priority option is not adjusted.

Should you have any questions, do not hesitate to contact us by email (dcats@uthscsa.edu) or by calling us at 567-7777, option 5.