TO APPROVE DEACON DEPOT PROJECT REQUESTS

1. You will receive an email similar to the below except the Black Bar will indicate your step in the process (Budget, Controller, etc).

![Image of a Project Request Review](image)

2. On the email, you want to click the link in blue way down at the bottom “Click here to view the document in your organization’s site.”
3. Once the requisition loads, scroll down until you see “Project Request” OR “Project Modification Request” under the Supplier/Line Item Details heading. Click on “Project Request” OR “Project Modification Request”

4. The form will then be displayed which contains all the pertinent information for the project. Review the form, noting that there might be attachments on the form which can also be reviewed.

5. If you want to make a change to the form, you’ll probably need to assign the requisition to yourself first. To do that, close out of the form and scroll all the way back to the top or the requisition and select “Assign to myself” and click “Go”.

6. If all appears appropriate with the form, close out of it and scroll back to the top of the requisition to approve. Select “Approve/complete step” and click the blue “Go” button.

Other items to note:

-To view the previous approvals, you can click the “PR Approvals” tab at the top of the requisition.

-If you have trouble with any steps call me, Jessica Gorrell at x6408 or email me gorrellj@wfu.edu

-These can be approved directly from the email/your phone using your pin number. You are unable to view the form without being in the Deacon Depot site though.