Checked out Process to ITS for Technology Related purchases

Below is a sample of what I see when checking out the PR. First you will need to select the Approvals Tab, then enter Olivia Lara in the User (Net ID) field, then Approval Type (Read-Write, Approval Required), and then Comments (Please advise if this requisition is ok to process). Then Click Check Out. The order will then be checked out to Olivia for approval. You will receive an email when the order is Checked Out and when the order is Checked back in.

*This order has already been checked out so the information is listed in the Check Out History.