

## 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.

# eBuy - Purchase Order & Requisition System

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**Checkout Information**

<b>PO #</b>	TR10886917	<b>Ctrl#</b>	PAMELAB20180619120241	<b>Status:</b>	Buyer - WIP
<b>Requestor:</b>	PAMELAR		<b>Transactor:</b>	PAMELAR	
<b>User Contact:</b>	Pamela Bookstadter		<b>User Phone:</b>	2-4225	
<b>Order Description:</b>	Orchard Software/Silver Level		<b>Quote Number:</b>	Invoice #145893R-IN	
<b>Date Needed (MM/DD/YYYY):</b>	06/19/2018		<b>Expected Delivery (MM/DD/YYYY)</b>	<input type="text"/> <input type="button" value="Set"/>	

**Order Type:** Purchase Order Acct Struct: D01165 ...  
**Vendor:** ORCHARD SOFTWARE CORPORATION    
**Buyer Number:** 250 - Lenore McCall

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General | Comments | Deliver To | Terms | Selection | Clauses | Misc | PO Vendor | Attachments | Approvals | Routing

**User (Net ID)**  **Approval Type:**   
**Comment:**

Date Out	Reviewer	Checked Out By	Checkout Type	Action
07-27-2018	OLARA	LENOREM	Read-Write, Approval Required	<a href="#">Cancel</a> • <a href="#">Hide Comment</a>

Please advise if this requisition is ok to process

**Check Out History**

Date Out	Date In	Reviewer	Checked Out By	Checked In By	Check Out Type	Status	Action
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