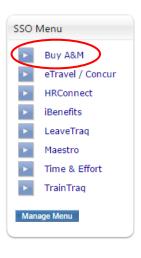
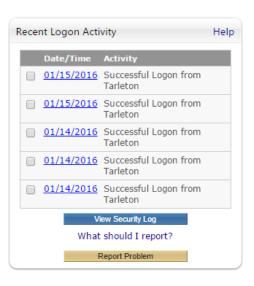
Buy A&M Approvals Training

TEXAS A&M UNIVERSITY SYSTEM

Approval in Buy A&M is the means identified approvers use to approve or disapprove a procurement document.

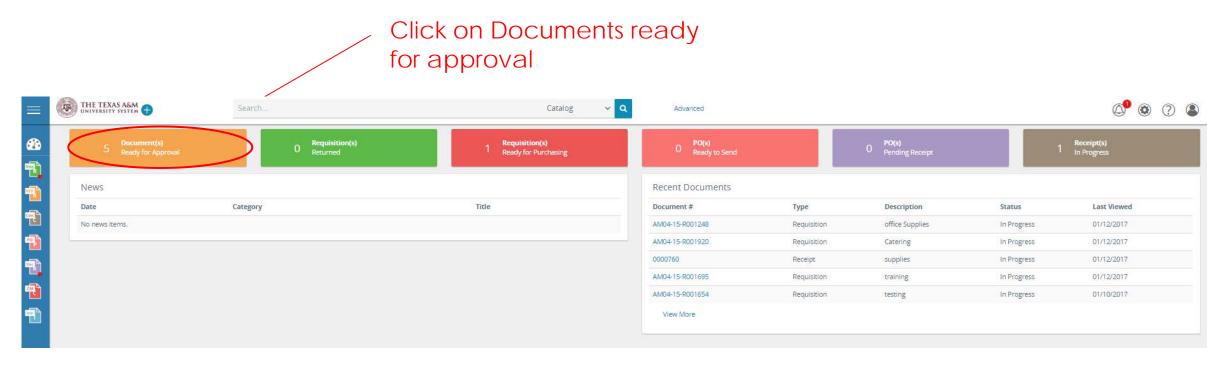
► Login to Buy A&M through Single Sign On



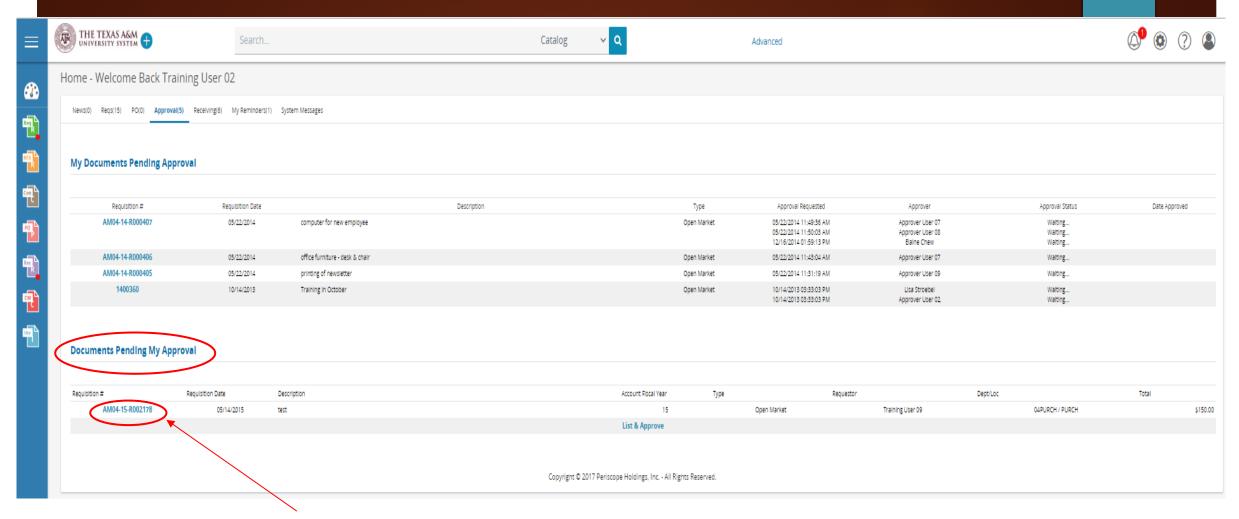


Home Screen

Upon Logging in you will be directed to the Buy A&M Home Screen

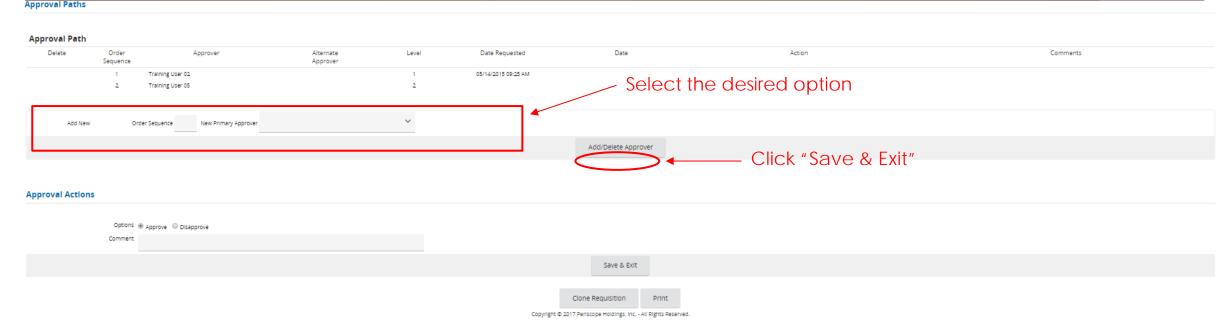


On the next screen there will be a list of "Documents Pending My Approval"



Click on the document you would like to approve

By clicking on the document link a summary of the request purchase will be shown on the screen - Scroll down to the bottom of the document (verifying the information is correct as you go)



There are two options available:

Approve – approves the document and sends it to the next approver

Disapprove – sends the document back to the requestor so they can make corrections and re-submit

Upon clicking "Save & Exit" you will receive the following message: After you click "OK" the approval process is complete

