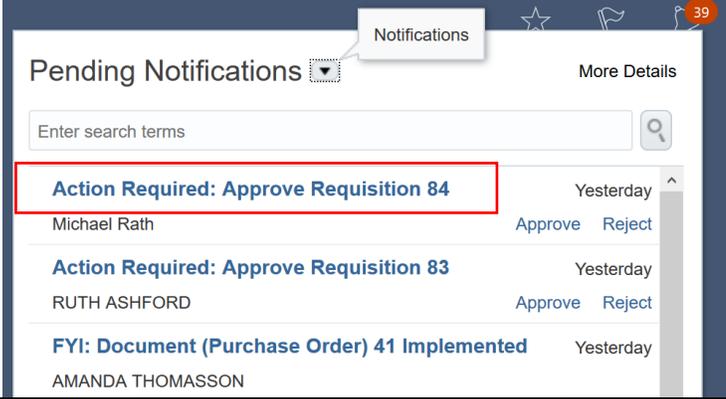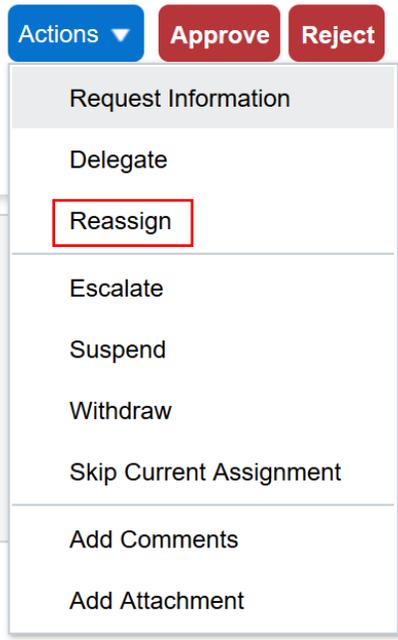# LUCAS COUNTY
## OHIO

## Reassign Requisition in Pending Approval Status

**Audience:** Requisitioner

**Purpose:** From the Manage Requisitions page, you can reassign one or more requisitions to a new owner. Select the requisitions and then select Reassign from the Actions menu. In the Reassign Requisition dialog box, specify the new owner. Notifications will be sent to the new owner about the reassignment. The assignee becomes the Entered By person and can view and modify the requisitions as though they were the original preparer.

You can reassign requisitions in any status (Canceled, Incomplete, In process, Approved, Rejected, and Returned). By default, you can reassign only requisitions that you created. If you have the permission to reassign requisitions created by others, you can reassign any requisition you are allowed access to on the Manage Requisitions page. This job aid will assist you in reassigning a requisition that is pending in Pending Approval status.

| Step | Action |
|------|--------|
| 1 | Sign into Oracle. **Home Page -> Notifications** (Bell Icon). <br> |
| 2 | Select the notification link for the requisition to be reassigned. <br> |
| 3 | Click in the **Actions** drop-down icon and Select **Reassign**. |

| 4 | Select **Name** from list or click **Search** link to search for approver. |
| 5 | Enter any necessary **Comment**. |
| 6 | Click the **Submit** button. |