13. Your Line (s) will appear next to the shopping cart icon at the top.
14. When you are finishing adding line items, Click Checkout

Checkout

30. You can enter Requisition Comments   if you like, but it is not required.
31. Approval Justificatio   n comments inform the Dean of the purpose of this request.
32. Scroll down and Click Check Budget .
    a. The budget check ensures the chart string(s) is valid and has no spending controls against it that would prevent you from submitting the requisition.
    b. Successful budget checking pre-encumbers or earmarks the funds.
33. A pop-up message appears regarding saving and budget checking the transaction. Click OK.

Note : A processing icon spins while NUFinancials performs a budget check.

34. When finished budget checking, a Budget Checking Status   appears.
35. Click Save & Submit.
36. After you save and submit, a Confirmation page appears.
    a. The Requisition ID   is available on this a8(th)192 re W* n BT /I3(.I3(.I64G [(is)10(a)-3