Lawson Requisition Center – Approver Guide

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Introduction
The Lawson Requisition Center (RQC) is an online application used to create purchase requisitions. RQC users can be established as either a Requester (a user who places orders) or an Approver (a user who approves orders). A requester may only have one approver but a single approver can approve for many requesters.

RQC Access is established by individual accounting unit for each user. To request new, revised, or additional access to RQC, a System Access Request Form should be submitted to FinancialSystems@luc.edu. The form and instructions can be located at https://www.luc.edu/finance/forms.shtml under the Financial Applications Forms section.

Signature Authority
An Approver should have Signature Authority and be authorized to approve purchases for the AUs on their own profile as well as the AUs on the profiles of the requesters that they approve. Each Approver record should have a secondary Approver for purchases over $5,000 to comply with the policy for Approving requests over $5k.

Purpose
Most Departmental ordering should be accomplished using Lawson Requisition Center working through the
Purchasing Department. Purchase Requisitions / Purchase Orders provide for better control, tracking, and approval of University expenditures.

While not all-inclusive, the following examples illustrate the types of goods and services that should be purchased using a Lawson Requisition Center:

- Furnishings of any type
- Computers (PC and Laptops) and Tablets
- Computer Peripherals
- Computer Software and Licensing
- Contracted or Professional Services in excess of $5,000 (subject to workers classification evaluation)
- Equipment and Appliances
- Mail Services
- Printing Services
- Research Supplies (medical and academic)
- Copy Machines, Facsimile and Telecommunication Equipment
- Automobile purchase or lease
- Animals

**Login Screen**

Navigate to the Electronic Payment Requisition Application at https://lawson.luc.edu. Enter your Loyola email address and the next screen will ask for your password. Finally, click Sign In.

**Lawson Menu**

From the Lawson Menu you can:
- Start a new requisition
- Resume a requisition draft
- View status of existing requisitions
- Approvers can approve requisitions

**Approving a Requisition**

1. Log into Lawson at https://lawson.luc.edu
   If you don’t see the Menu, click on the 3 bars...
2. Click on Bookmarks > Requisition Center

3. Click on Approvals

Section 1: Entering an Authorization ID
The authorization ID is sent to the approver from Financial Systems. If you have misplaced the authorization ID you can email FinancialSystems@luc.edu. The authorization ID is like a password. Please do not share it with anyone else.

1. Enter the authorization ID

2. Click on List Requisitions

3. Click on the checkmark
Section 2: View the lines of the Requisitions

Click on the calendar icon to view the lines of the requisition.

You can click drill around on the
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Items, quantity, UOM, and Unit Cost.

Click on the Folder icon to locate information if your rec will forward on for a second approval. It will appear in upper right Hand corner.

Resources

- Purchasing Department Website
- Purchasing Policy
- Purchasing Manual
- Requisition Guidelines
Contact

For questions or troubleshooting, please contact:
Purchasing Department
820 North Michigan Ave
Water Tower Campus
Lewis Tower-Room 700
(312)915-8780
Purchasing@luc.edu