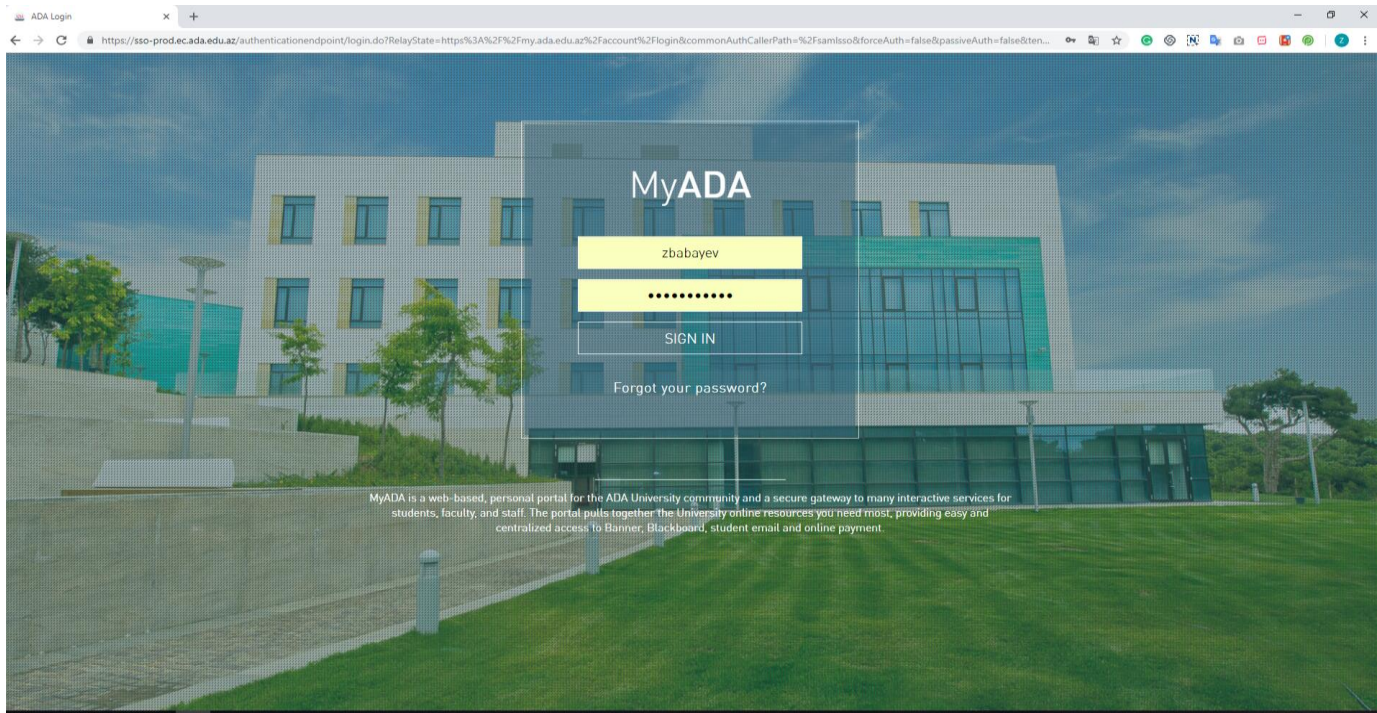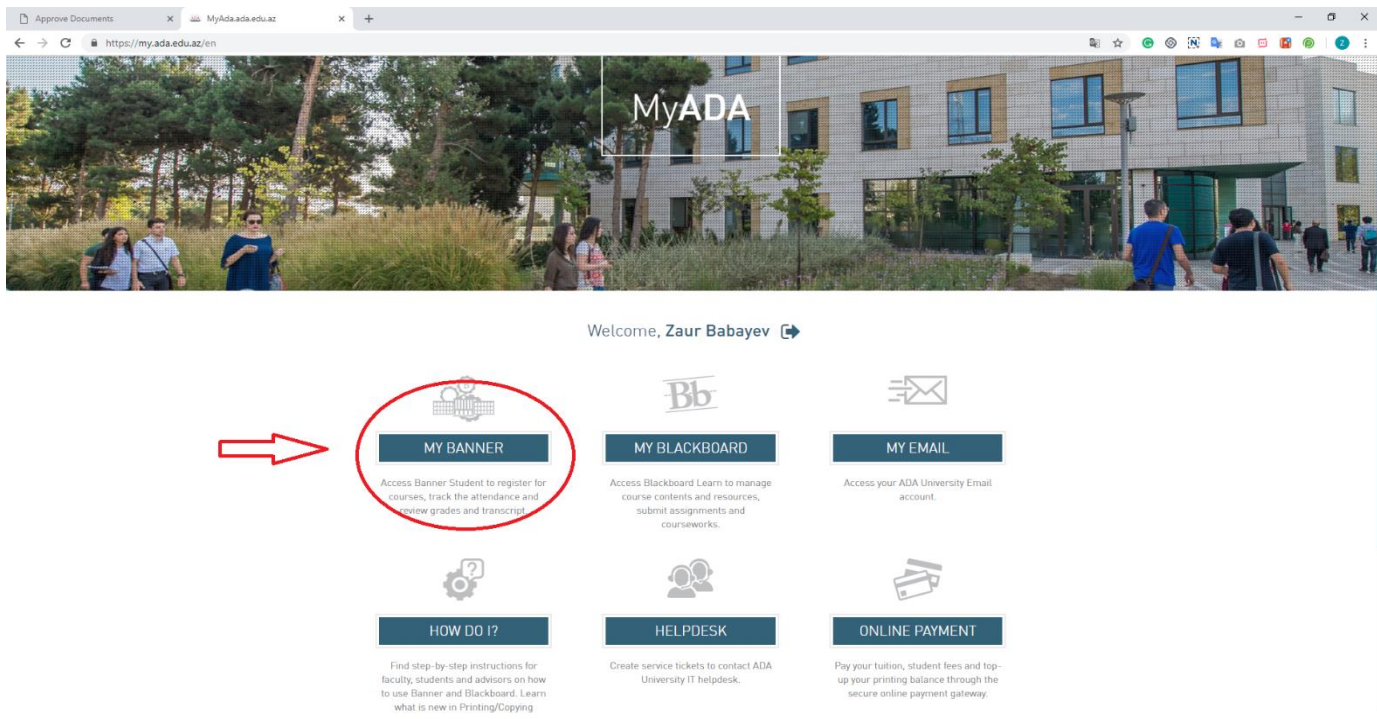# How to Approve

Purchase Requisition (PR) and Stores Requisition (SR)?
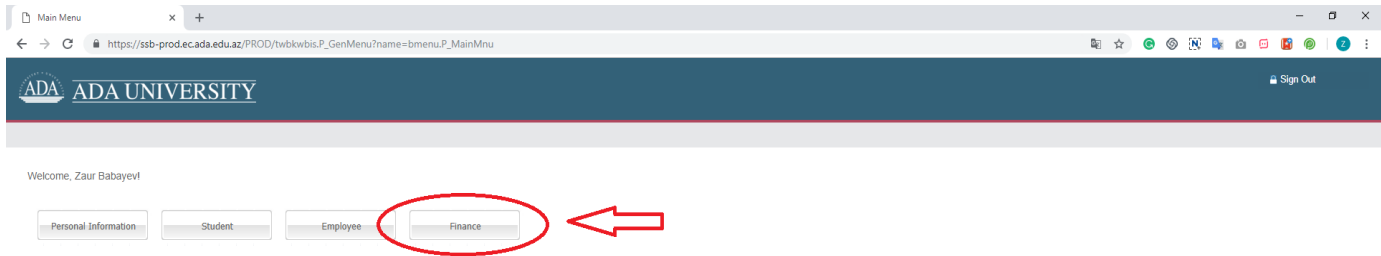
1. **Go to "my.ada.edu.az"**
2. **Use Your ADA Campus Wi-Fi Credentials**

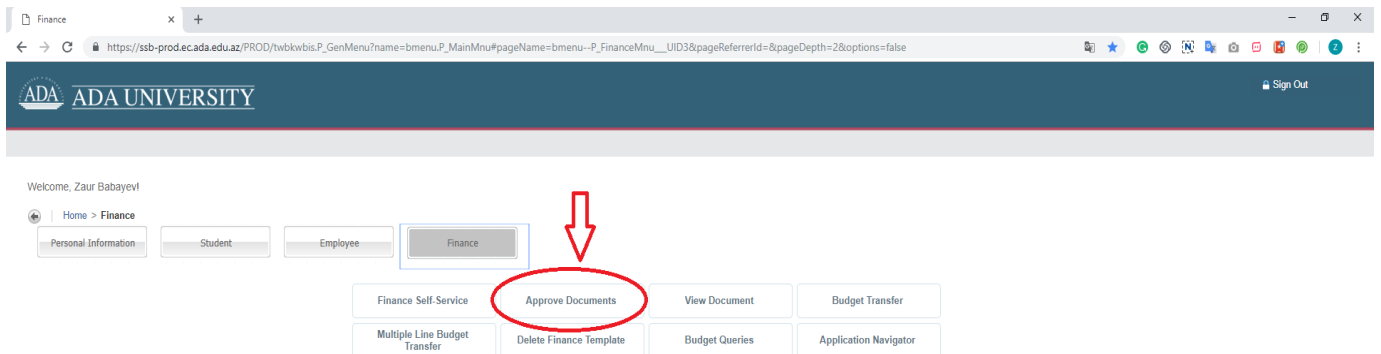

3. **Go to "My Banner"**

4. Go to "Finance"

5. Go to "Approve Documents"

6. Choose one of these options and click "Submit Query"

7. By clicking to the Document Numbers, you will get an information about current PR and SR Documents.

To Disapprove: Click to "Disapprove" and add the Comment

To Approve: Click to the "Approve"