1. When your **Budget transfer** or **Purchase requisition** is denied, you will get e-mail notification. Click on **link** to open item that was denied. (This example is for a purchase requisition).
   - You may also access denied requisitions by going to **Manage Requisition** screen and **click on Search**.
   - You may also access denied budget transfer by going to **Enter Budget Transfer**, click **Find an Existing Value** tab and **click Search**.

2. Click on triangle before **Review/Edit Approvers**.

On Wed, Oct 14, 2015 at 4:19 PM, <aliceasias@vistausd.org> wrote:

>The following requisition has been "Denied".

Requestor: 530203  
Business Unit: Vista Unified  
Requisition ID: 1000000156  
Requisition Name: COPYCAT MUSIC FOR WEIRATHER  
Date: 2015-10-09  

You can navigate directly to the approval page for more information by clicking the link below.

3. Click on triangle before Comments.
4. Comments box opens up – to show approver’s reason for denial.