Instruction Guide

NOVAbuy

Workflow Approval Set-Up/Changes

*** Please fill out a separate form for each separate approval route****

Please email to: Please email to procurement@villanova.edu

Index Name: **Index Number:**

Please fill out all index name and numbers that are associated with the approval route you will write below. Note: if there are any variations to the approval route please fill out a separate form. Also, feel free to use a separate sheet if there are not enough lines.

Please fill out all approval levels associated with the above referenced index. Also, please assign a delegate in the event of absence. *If these are changes, please indicate the name that should be removed from a previously existing approval route.*

Requisition Approval Authority

	Name	Delegate
< $2,500	Administrative	
<$10,000	Assistant Director	
<$25,000	Director	
<$100,000	Deans, Budget Admin	

Department Head Approval :

Print _____ Date _____

Signature _____ Date _____

In order to make the requested changes in Mercury/ESM please have the department head sign off on this form. All lines should be filled out and is necessary in order to implement the actions requested on this form.