Form 500 Approvals

Who must approve a Form 500 Purchase Request?

Electronic Form 500s are approved by the designated Division approver via the online application PRS (Purchase Request System). An electronic approval certifies that there is a business need for the requested item.

1. Requester must approve, even if it is the same person who entered the Form 500. By electronically signing, the requester certifies that item(s) are necessary.
2. The designated Division approver must approve the request before it can be processed. The list of approvers is available on EnergyNet.
3. A second approver can be added as needed for special circumstances.

How doI enter my approval?

There are two ways to access the Form 500 to enter your approval.

1. If you received an email notification, a link will open PRS and present the Form 500 requiring your approval. The form has several "tabs" across the top.

   OR

2. Open PRS which will present you with a screen showing your requests by default. To find another request, enter the Form 500 ID # or other search criteria to find the appropriate item.

After reviewing the request, click on the "Approvals" tab. In the appropriate section, select your approval choice from the drop down list (approve or decline), enter any comments as you like, then click "Save".

Who is responsible for obtaining the approvals?

The Requester and/or person entering the Form 500 on behalf of the requester is responsible for ensuring all the approvals are made. The system sends email notifications but the requester should follow up with their approver to ensure timely approval. The requester will receive an email notification when their request is approved.

Can I approve on behalf of someone else?

Divisions have been asked to identify authorized approvers including a back-up approver. Only the designated approvers can approve purchase requests.

Who reviews the electronic approvals?

ITSB and Business Services Procurement staff will review the request to ensure appropriate personnel have approved. If there are questions or concerns, the procurement staff can "return" the F500 to the requester for action. After the appropriate action has been taken the requester can "re-submit" the request for processing.