How to Approve/Reject a PO in FAMIS

Division of Financial Operations and Information Systems (DFOIS)
Log into the FAMIS Portal and click on the Approval section, then click on Approval Box option.
Approving a PO

You will see a list of all POs pending your approval. You can review POs by clicking the icon. Then, click the checkbox next to the PO you would like to approve.

Click here to review document details.
Select ‘Approve’ from the action dropdown.
How to Create a Signature in FAMIS

You will need to hit the blue notepad button and a drop down box will appear. Please create a signature that you will remember and type that in all 3 boxes and hit submit. Once you hit submit you will receive a signature successfully updated window.
Approving a PO

Once you select ‘Approve’, enter your approval signature and click ‘Sign’. 

![Image of approval interface]

- Action: Approve
- Signature: [Redacted]
- District/Location: 55
- Doc Type: ALL
- View Level: 200
- Document: [Blank]
- PreviewDoc #: WR190229766
- Total $: 1,801.17
- Doc Type: WR
- App Type: 23
- Level: 200
- Track Code: T1218659
- Created: 06/07/19
- Days Out: 3
- Days In Box: 3

If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'. [Denotes FEMA document]
Approving a PO

You will receive a message that the PO was submitted for processing.
Rejecting a PO

Log into the FAMIS Portal and click on the Approval section, then click on Approval Box option.
Rejecting a PO

You will see a list of all POs pending your approval. You can review POs by clicking the icon. Then, click the checkbox next to the PO you would like to reject.

FAMIS Approval Mailbox

Click here to review document details.
Rejecting a PO

Select ‘Reject’ from the action dropdown.
Rejecting a PO

Once you select ‘Reject’, enter your approval signature and click ‘Sign’.
Rejecting a PO

Click the button to select who you are rejecting the PO back to. This will always be the initiator. You must also type a reason for the PO being rejected.
Rejecting a PO

Once you enter a rejection reason, you then click ‘Finish Process’ to complete the rejection process.
Rejecting a PO

You will receive a notice that the document was rejected successfully.

FAMIS Approval Mailbox

The following documents were rejected successfully:

- WR190229766

Back To Inbox