

***Oregon Tech***  
**Budget Authority Invoice Approval Process**  
***Effective in Fiscal Year 2016-17***

Beginning with our new fiscal year (2016-17), all invoice documents will be approved electronically in our system. For budget authorities, this means you will no longer be required to manually sign paper documents. Approvals can be done via MyOIT in a web-based format, so you can approve from anywhere you are able to log into MyOIT.

Office managers and other support personnel will be entering the invoice information into our Banner system. Once the Banner document has been completed, it will electronically route to your approval queue. You will receive an email notification of documents awaiting approval.

**Quick Steps:**

- Log into MyOIT
- Click on “Web for Faculty / Web for Employee”
- Click on “Finance Menu”
- Click on “Approve Documents”
- Click on “Submit Query” icon
- To view document, click on document number link
- To view approval history, click on history link
- To approve the document, click on the “Approve” link
  - Add a comment if desired
  - Click on the “Approve Document” icon
- To disapprove the document, click on the “Disapprove” link
  - Add a comment regarding the reason for disapproval and any directions for correction
  - Click on the “Disapprove Document” icon
- Click on the “Continue” icon to return to the listing of documents