

**Return to Shared Cart features:**

If an Approver assigns a requisition to themselves and then decides that they do not want to be / need to be, they can un-assign themselves by selecting the "Return to Shared Folder" option

**Requisition** ▾ : **2909301**

Summary Taxes/S&H Comments **2** History

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**General**  

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Status  Pending  
Budget Officer Approval (Procurement Syst. Admin Keck)

**Requisition** ▾ : **2909301**

- Approve/Complete Step
- Return to Shared Folder** 
- Place on Hold
- Return to Requisitioner
- Forward to ...
- Copy to New Cart
- Add Comment
- Add Notes to History
- Reject Requisition

This allows the Approver to remove their direct association within the step as well as allow other users within that group to have access to that workflow step (without them having to directly "Assign to Myself" which prompts for a reason)

**Requisition** ▾ : **2909301**

Summary Taxes/S&H Comments **2** History

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**General**  

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Status  Pending  
Budget Officer Approval

The option of "Return to Shared Folder" is also useful if an Approver has placed a REQ on HOLD.

**Budget Officer Approval**  
Hold  
Procurement Syst. Admin Keck

Pending Approval Group

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By returning the REQ – the Approver is removed from the "Pending Approval Group" and the HOLD is released