

# Taking Action using an Email Approval Code



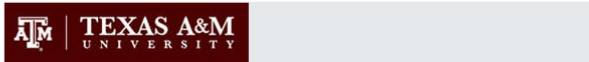
Thu 7/23/2020 11:25 AM

AggieBuy@tamu.edu

New Pending Approval for Invoice# 95743849

You will receive an email notifying you that you have documents needing approval

To Glover, Cindy A



## Sole Proprietor Approval Request for Invoice# 95743849

Dear Cindy Glover,

The Invoice listed below has been submitted for your approval.

### Summary

Folder: Sole Proprietor  
Invoice Owner: David Roubion  
Invoice No.: 95743849  
No. of line items: 1

TOTAL: 1,579.09 USD

### Details

Item 1 Non-PO  
Description: Room & Board - Football Student-Athlete  
Supplier: DOYLE ANTONIO  
Quantity: 1  
Unit Price: 1,579.09 USD  
Ext. Price: 1,579.09 USD  
Size/Packaging: EA  
Capital Expense: No  
Commodity Code: 99900089

TOTAL: 1,579.09 USD

### Payment Information

#### Buyer Information

LINE  
Buyer: -  
Buyer Email: -  
Buyer Phone Number: -

### Codes

LINE  
Fiscal Year: 2020  
Member ID: 02 : Texas A&M University  
Department Code: 02-ATHL : 02-Athletics Department  
Account Code: 02-300090-40000 : Football  
PA UIN: -  
Class Code: -  
Object Code: -  
Special Routing1: L : Local  
Report Reference C: 7781.40000  
Report Reference D: -

If you have created an email approval code then you will see the option to "take action"

If you have not created an email approval code you will not see this option

Ready to approve, reject, return, or assign this document to yourself? [Take Action](#)

### Additional Information

#### Summary Details

Order Category: 1 - Regular  
Contract Number:  
Report Reference A:  
Report Reference B:  
Rush the Pymt: No  
Process:  
Bypass Invoice: Yes - Yes  
Allocator:  
Check Number:  
Check Date  
(MM/DD/YYYY):  
Special Payment Method:  
Pre-Pay & Add: No  
Reimburse Vendor ID:  
End Date:  
Start Date:  
Contract Workforce: No  
State Order Number:  
Non-Compliant: No  
Buyer:  
Buyer Email:  
Buyer Phone Number:  
Comments: (1)

#### Other Possible Approvers

Clinton Merritt  
Kyle Metcalf  
Esmerelda Campos  
Kathryn Powell  
Tammy Stille  
Caylan Bartley  
Kasyce Coleman  
Amy Deaton

#### Internal Attachments

Antonio Doyle.pdf  
Clint Merritt Email.pdf

If you have any questions with regard to reviewing/approving this Invoice, please contact your SelectSite Support Team.



**Invoices: 95743849**

Owner:	David Roubion
Subtotal:	1,579.09 USD
Terms Discount:	0.00 USD
Discount:	0.00 USD
Tax1:	0.00 USD
Tax2:	0.00 USD
Shipping:	0.00 USD
Handling:	0.00 USD
No. of line items:	1
Suppliers:	DOYLE ANTONIO
Assigned To:	Not Assigned

When you select Take Action you will see this page

> **Addresses**

> **Codes**

**Attachments**

2

> **Line Items**

You will enter your approval code

> **Comments**

1

Then select the option that you wish to take

> **Other Approvers**

8

**Actions**

Approval Code \*

Required

Comment

**Return to Owner**

**Approve**

**Reject/Cancel**

**Assign to myself**