





Budget Reference (optional)	<p>If a purchase order is created and submitted, it will automatically route to a designated approver if one of the following criteria are met:</p> <p>The Budget Reference entered on the Purchase Order Distribution Line is different than the current fiscal year.</p> <p>The purchase order was created from a requisition, but the Budget Reference on the purchase order Distribution line is different than the Budget Reference on the corresponding Requisition Distribution Line.</p>
-----------------------------	--

**Approver Review:**

The Approver should review the purchase order and determine if any corrections are required. Asset Approvers should review the purchase order for the following:

- Asset Account Number
- Profile ID

Budget Reference Approvers should review the purchase order for the use of the Budget Reference Field and the corresponding requisition (if applicable).

If the approver feels the information is correct, they can approve the purchase order. The purchase order

