Reviewing a Cart Assigned to the EBO

1. If another employee assigns a cart to you as an EBO employee, the Action Items area in WVUBUY will have a red square with a number in it. To view the Action Items, click the red box.

2. A dropdown box will appear; click the Requisitions to Approve link.

3. The next page contains a region called My PR Approvals; click the Request No. of any shopping cart listed here.

4. Review the details of the shopping cart. If you decide to pay for the purchase with your PCard, click the edit button in the Credit Card Info region to enter details about your credit card.

5. In the Available Actions region, click the dropdown arrow to view your options. Make your selection and click the Go button.