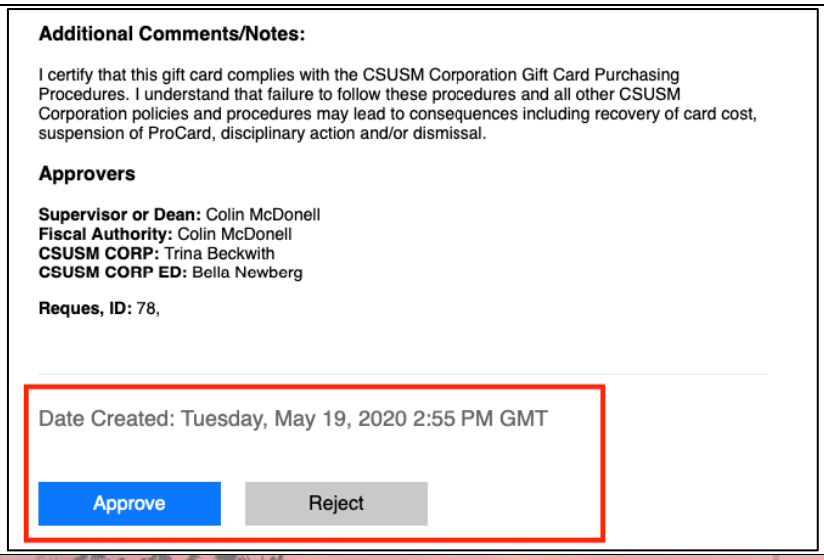
CSUSM CORPORATION Gift Card Request Approvals Process

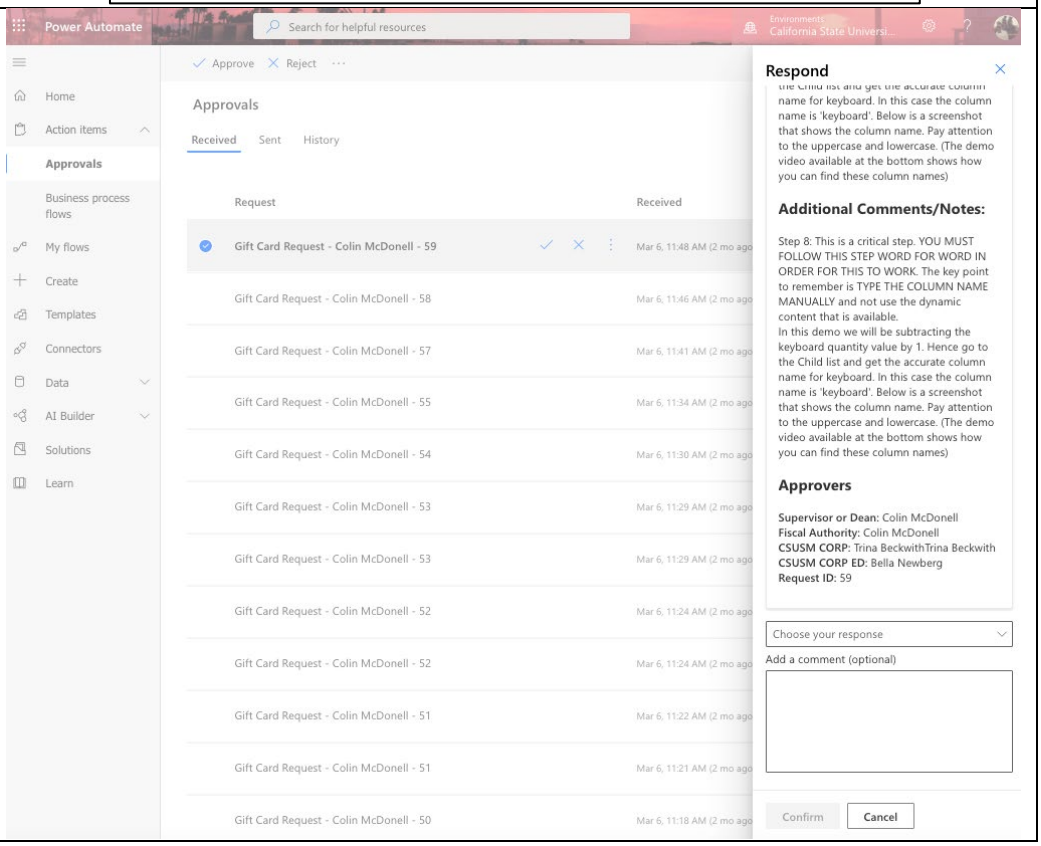
1. When a gift card request is completed for a CSUSM Corporation project. You will receive an email from Microsoft Flow <maccount@microsoft.com>. This email will contain instructions for approving or rejecting the request.

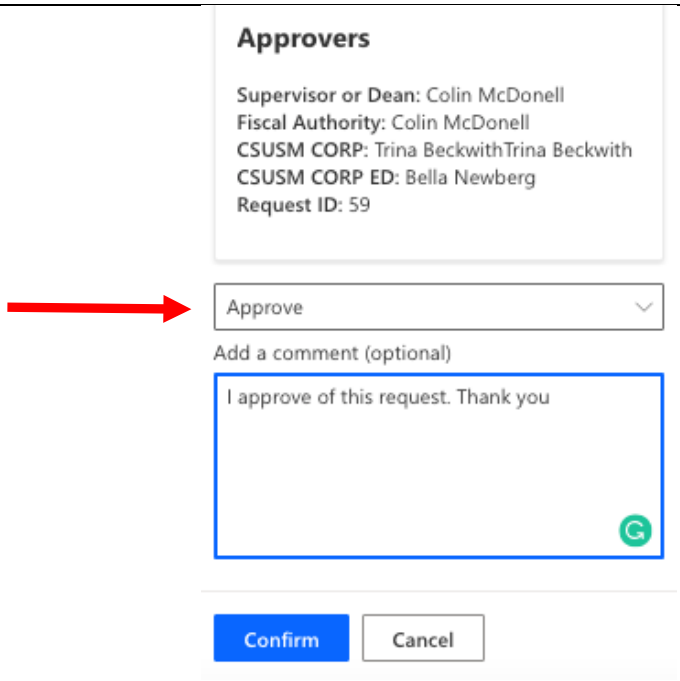
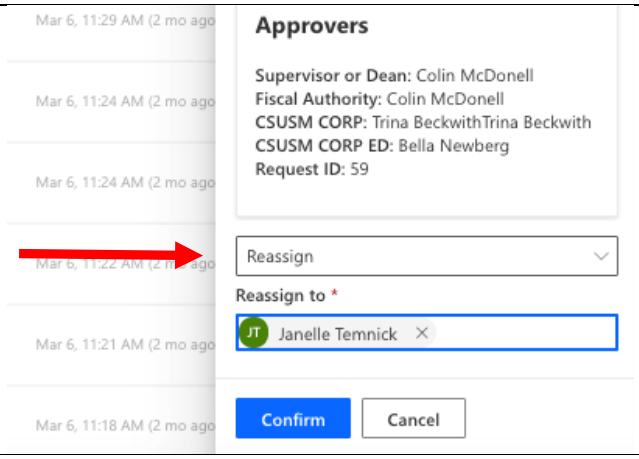
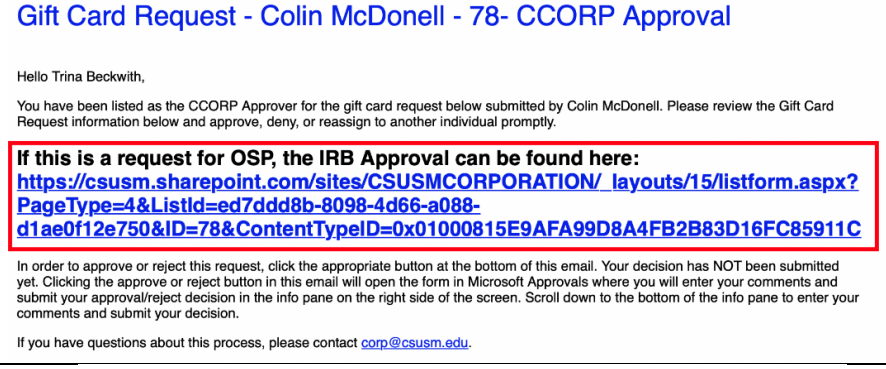
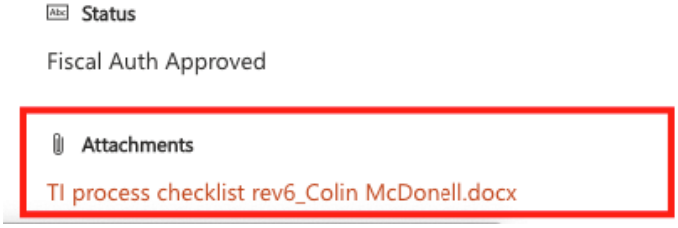
2. At the bottom of the email you will see two buttons that say “Approve” or “Reject”

3. Click on either “Approve or Reject” to open the approvals website.



4. You will then be taken to the approvals website. You may need to login to the site using your campus credentials



5. At the bottom of the "Respond" window on the right side of the screen, you will see where you choose to either Approve, Reject or Reassign. 6. If you are going to either approve or reject the request, choose from the menu and then enter any comments you would like to leave for the requestor and then click Confirm. This will compete your portion of the approval process.	
7. If you want someone else to approve this request, you will choose reassign and then input the person's name in the reassignment box and click confirm. It will be sent to the person it was reassigned to for them to evaluate.	
8. OSP (85xxx projects) approvals that require an IRB approval document will have a link to access the attached IRB approval document in the approval email.	
9. After clicking on the link (in #8), you can view the attached IRB Document by scrolling to the attachments section of the approval