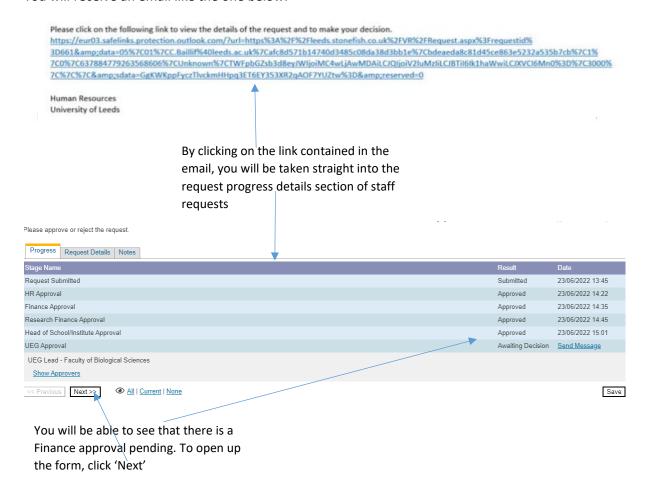
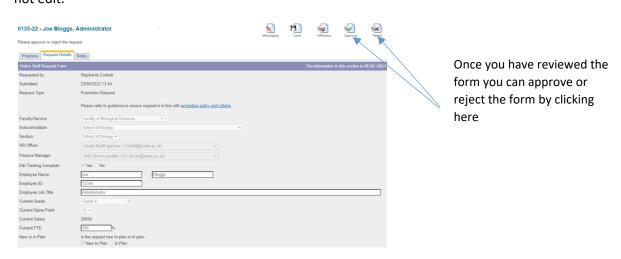
UEG Approval Guidance

Once The Head of School/Service has reviewed and approved the request, if required, it will progress to UEG for approval.

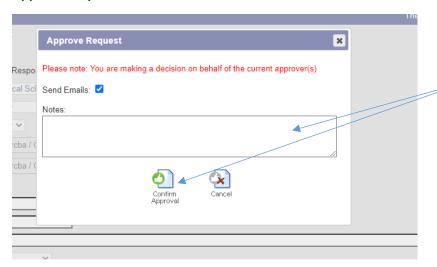
You will receive an email like the one below:



NOTE: when you click 'next' the whole form will appear, you will be able to review the details but not edit.

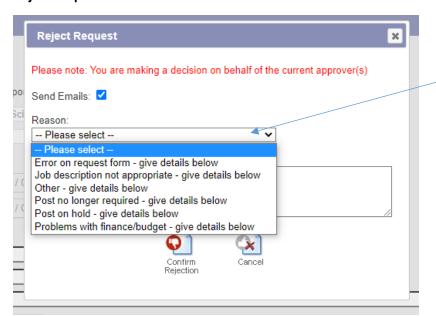


Approve Request:

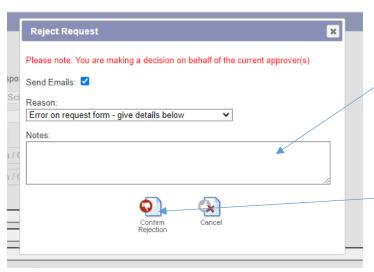


If you approve the request, this box will appear where you can leave any notes. You can then 'Confirm approval'

Reject Request:



If you wish to reject the request, you must select the reason from the drop down box



You should then give details of why you are rejecting the request

Then press 'Confirm Rejection'

NOTE: If you reject the request, the form will be sent back to the Manager to make any amendments etc. If you approve, the form will progress on to the next approval.

Please remember to thoroughly check any notes from previous approvers; particularly finance who may have added details in their section, to confirm how a cost pressure may be accepted or provide some points for your consideration.