



Process an Authorization Request

1. To Authorize a Request, navigate to the **Asset Management > Authorization Rqst** menu path.
2. Select the **UIC** from the drop-down list.
3. Browse and select the **Stock Nbr**. The stock number must have been designated as requiring Command Level authorization in the **Catalog > Stock Number** menu selection.
4. Select the **Add** (or **Search** when updating or deleting).

The Authorization Request process is used to initiate the establishment of a new authorization, or view existing requests.

There are two types of Authorizations:

- **Command Authorization** - Headquarters authority to procure certain equipment
- **Local Authorization** - Local Organizations authority to procure certain equipment

This process allows a Local Authority, or Requesting Official, to request a Command Authorization and in so doing, attach the authority documentation to the request.

Search Criteria	
UIC	E10124
Stock Nbr	3810013603851
Authn Rqst Sts	All
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

5. Enter the quantity being requested.
6. Enter the justification for the request in **Rqst Remarks**.
7. If desired, use the **Add Attachment** to add any documentation for the request (such as DD Form 250, DD Form 1352, MOAs, etc.).
8. Select the **Add** button. A notification email is sent to the Approving Official.

Search Criteria			
UIC	E10124	Stock Nbr	3810013603851
Item Desc	CRANE,TRUCK MOUNTED ...	On-Hand Qty	0
Authn Qty	0		
Add			
Rqstd Qty	1		
Rqst Remarks	NEED CRANE FOR NEW PROJECT		
Authn Ref Nbr			
Attachment	<input type="button" value="Add Attachment"/>		
		<input type="button" value="Add"/>	<input type="button" value="Cancel"/>





Approve/Disapprove an Authorization Request

1. To add utilization data, navigate to the **Asset Management > Authorizations Pndg** menu path.
2. Select the **UIC** from the drop-down list.
3. Select **Requested** from the **Authn Rqst Sts** drop-down list.
4. Select **Search**. The **Search Result** page displays.
5. Select the **Update** hyperlink next to the request you are approving or disapproving

The Authorization Pending process allows a Command Authority, or Approving Official, to approve or disapprove and delete authorization requests. The requests may be for the establishment of a new authorization or the modification of an existing authorization.

NOTE: Selecting **Disapproved** displays the previously disapproved requests and lets you delete them from the system.

Search Criteria	
UIC	E10124
Stock Nbr	<input type="text"/>
Authn Rqst Sts	Requested

6. Select whether the request is **Approved** or **Disapproved** from the **Authn Rqst Status** drop-down list.
7. If desired, you can add or change the **Authn Ref Nbr** and/or **Approved Qty**.
8. Use the **Add Attachment** to add or change any documentation for the request (such as DD Form 250, DD Form 1352, MOAs, etc.).
9. Select the **Update** button. An email is sent to the requester.

Search Criteria	
UIC	E10124
Stock Nbr	3810013603851
Item Desc	CRANE, TRUCK MOUNTED ...
O/H Qty	0
Auth Qty	1

Update	
Rqstd Qty	1
Rqst Remarks	NEED CRANE FOR NEW PROJECT
Authn Rqst Status	Requested
Authn Ref Nbr	<input type="text"/>
Approved Qty	1
Approval Remarks	APPROVED
Attachment	<input type="button" value="Add Attachment"/>

