

## MEMORANDUM

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **APPROVAL CHAIN VALIDATION ACCESS**

The Approval Chain Validation application has been moved to the Intranet and is available for use. The Approval Chain Validation selection will appear under My Applications for those users that have security access for this application. The previous web site has been closed and you will be re-directed to the Intranet login screen should you attempt to access that site.

AAA security administrators at all locations, including schools, should use this application to change the level 2 and level 3 locations in their approval chain, as appropriate. New locations will also be able to add level 2 and level 3 approval chain entries.

The approval chain validation application is used to automatically generate approval chains for Shopping Cart orders based on the amount of the order and the specified locations. In the near future, this paradigm will also be used to generate approval chains for requisitions entered into the MSA system as well.

If you have any questions regarding this memo, please call Support Services at 305-995-3705.