



Department of Special Project Claims
709 City Hall Buffalo, New York 14202 Phone (716) 816-3614 Fax (716) 851-3534

To: IT Department, Attention MUNIS Support
From:
Re: On-Line Requisition (OLR) Approval Ladder Date:

Project:
Administering Department:

Please complete and/or confirm the information below regarding the OLR process for this specific grant and submit it to the appropriate people.

Step 0: Enter the name(s) of the person(s) who will create the OLR in Munis. Print or type.

1.

2.

3.

4.

Step 10: First approver is the Project Manager:

Step 20: Second approver is the Grant Administrator:

Step 40: Financial approver is the Special Project Liaison:

