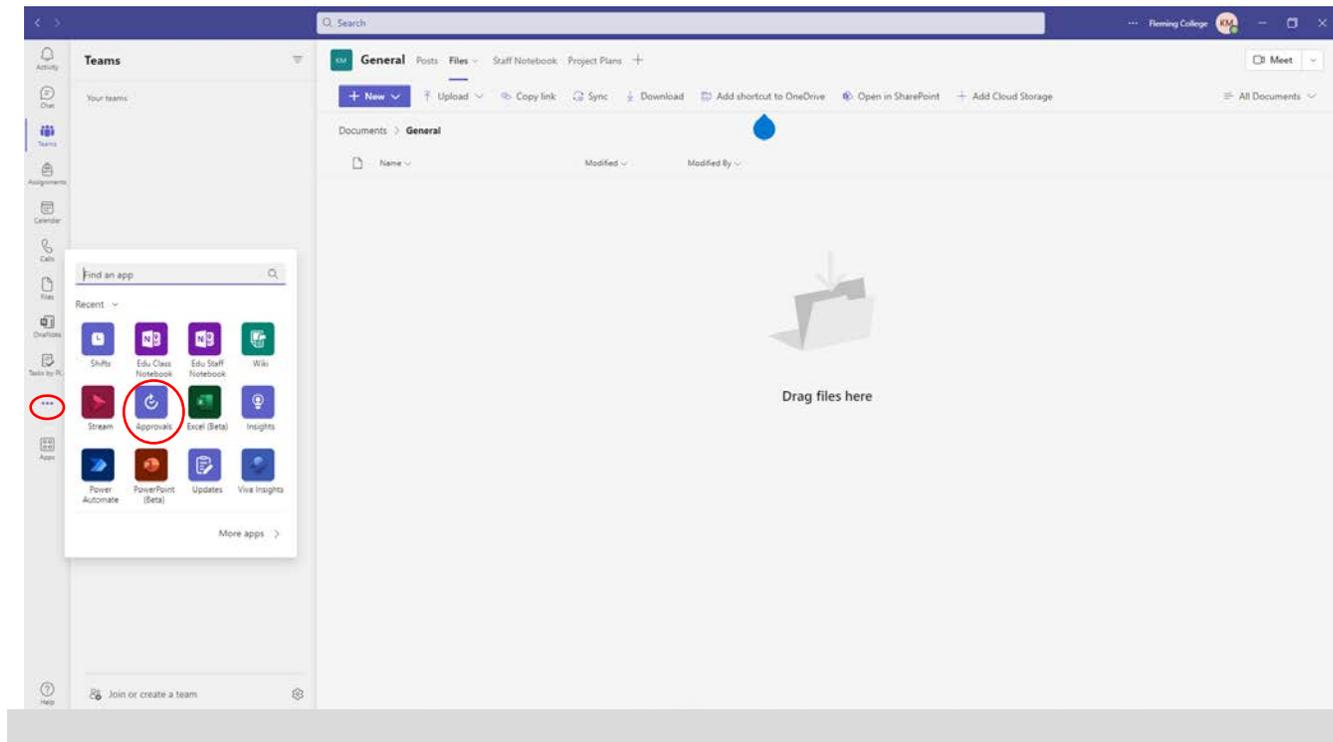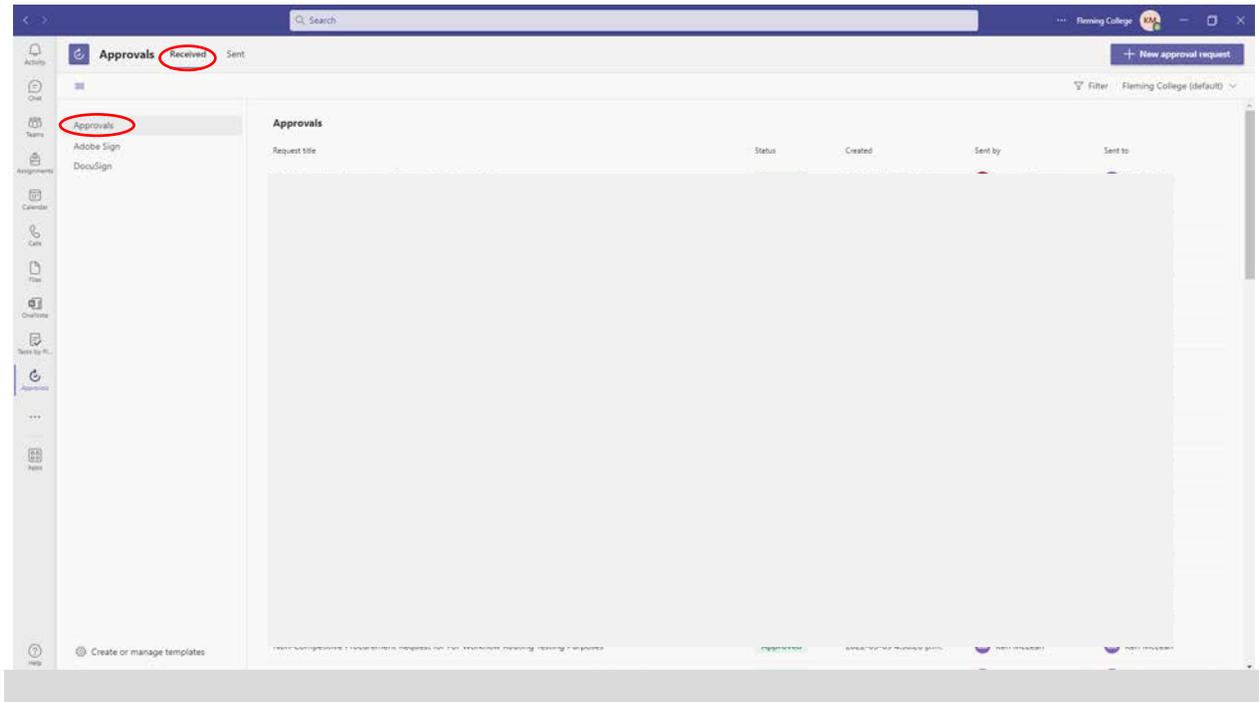**ELECTRONIC NON-COMPETITIVE APPROVAL REQUEST FORM**

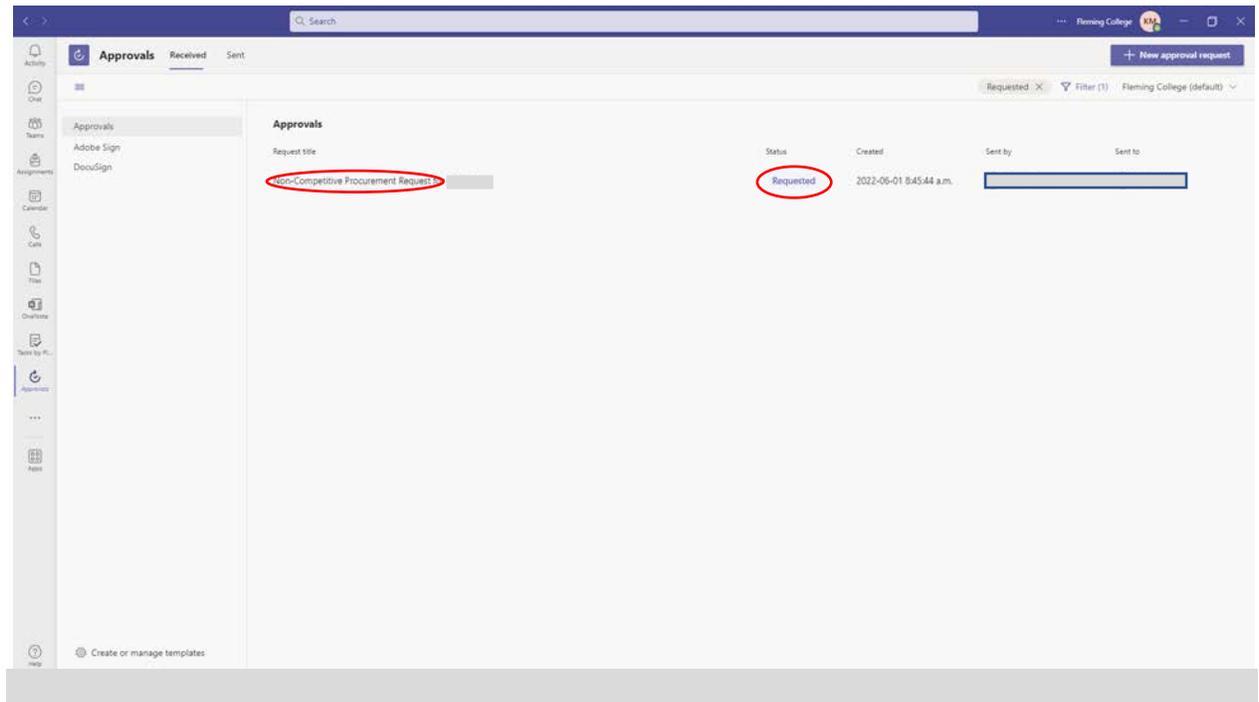**APPROVAL STEPS USING MS TEAMS**

1. Open MS Teams

2. Find and select the **Approvals** app. If it is not in your left sidebar, check within the 3 dots on the left sidebar as shown below:
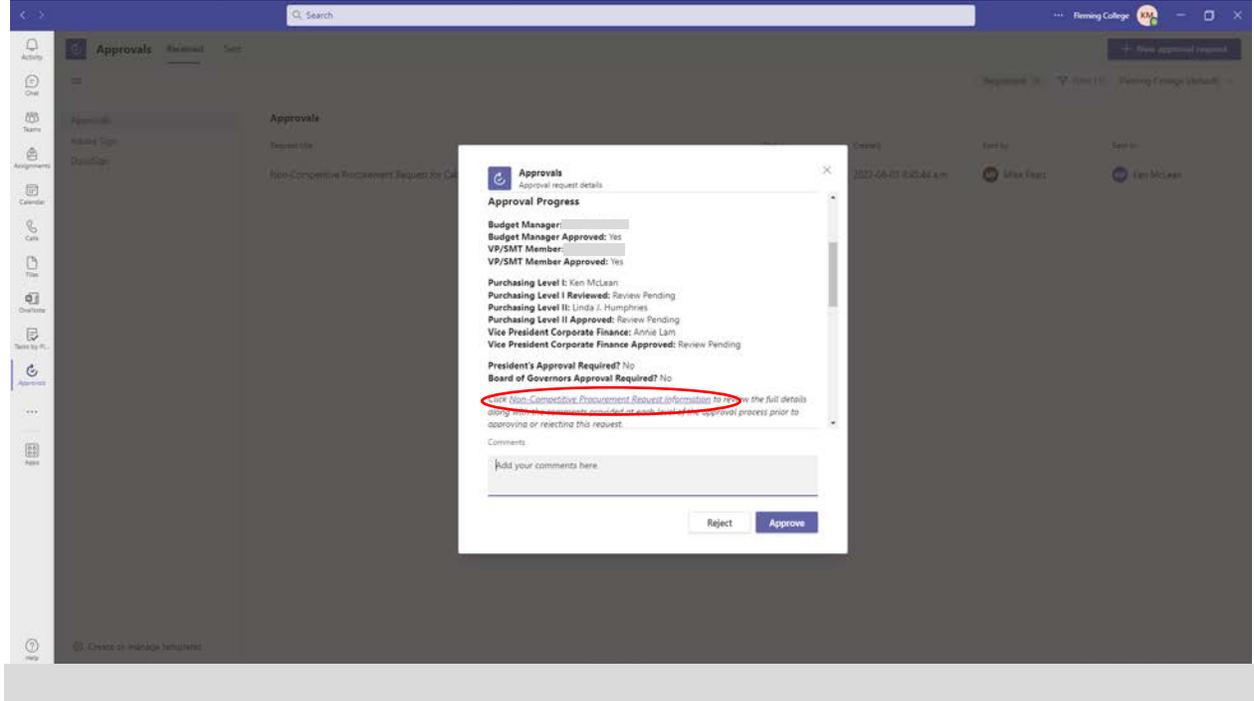
3. From the **Approvals** app, select Approvals and Received, as shown below:

4. Select items with a 'Request Title' of **Non-Competitive Procurement Request** and with a 'Status' of **Requested**:

5. This will bring-up the Approve/Reject Dialog Box. Scroll down until you find the link to the details of the Non-Competitive Procurement Request Form, as shown below:

6. Upon selecting the link you will be re-directed to the MS Sharepoint location where you can review the specific details of the Non-Competitive Procurement Request. Once you have reviewed, come back to MS Teams and make your determination of Reject or Approve. Include a comment to support your decision.