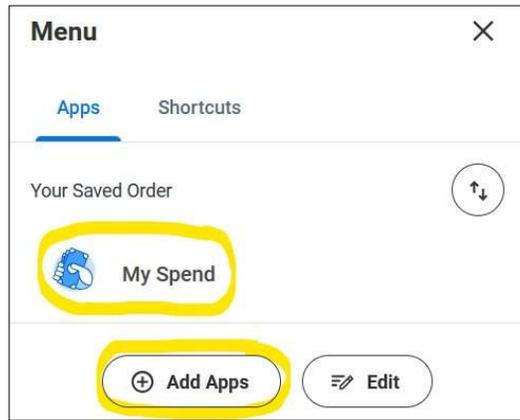


How to Find, View, and Print a Workday Spend Authorization

❖ There are several ways to FIND your Spend Authorizations:

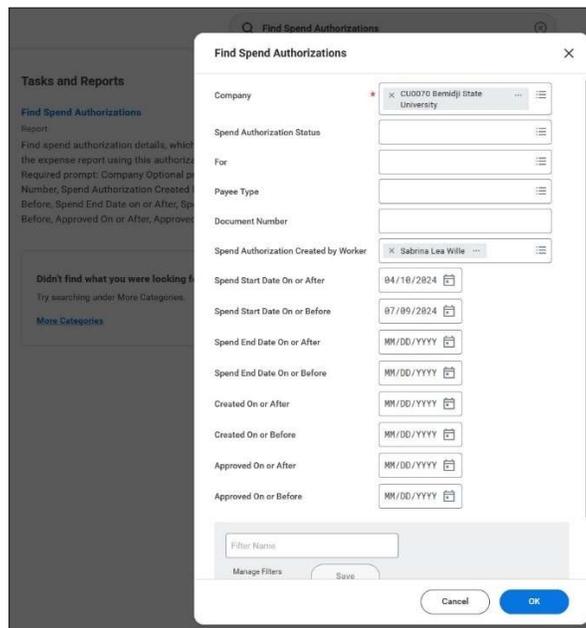
1. Add the My Spend app and then click on it.



2. Type "My Spend" into the search bar
 - Click on My Spend Authorizations



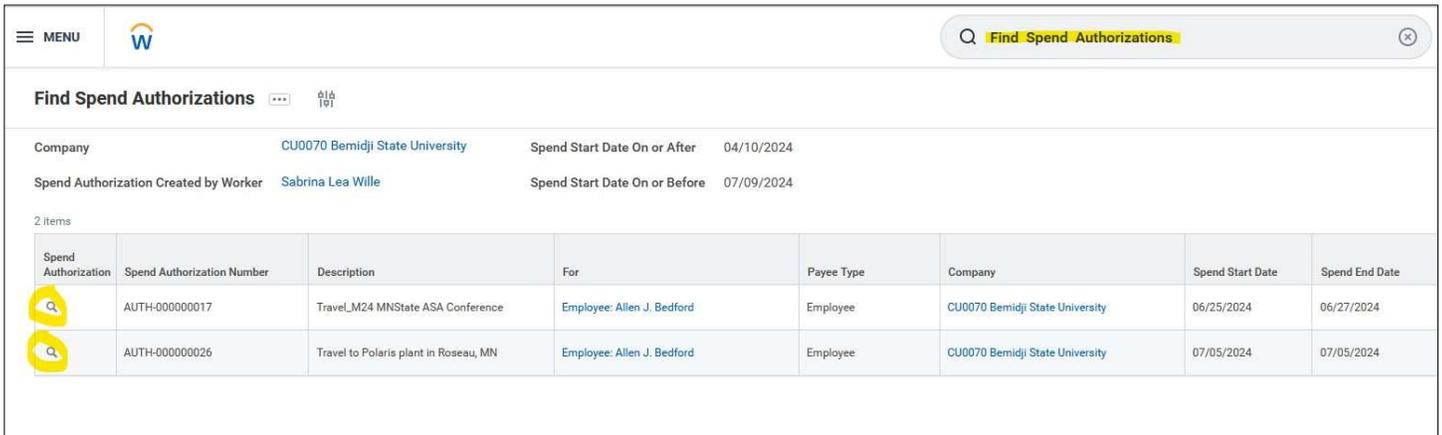
3. Enter FIND SPEND AUTHORIZATIONS in the search bar
 - In the FIND SPEND AUTHORIZATIONS pop up box
 - Choose CU0070 Bemidji State University as COMPANY
 - Enter the person you are looking for in the FOR field or enter the appropriate name in the SPEND AUTH CREATED BY WORKER field.
 - SPEND START DATE ON OR BEFORE must be set far enough in advance to include the start date of the trip.
 - Click OK
 - A list of Spend Authorizations will appear



How to Find, View, and Print a Workday Spend Authorization

❖ To VIEW the SPEND AUTHORIZATION of your choice

- Click on the tiny magnifying glass icon on the far left of the list
 - An individual SPEND AUTHORIZATION will appear



Find Spend Authorizations ... 0/16

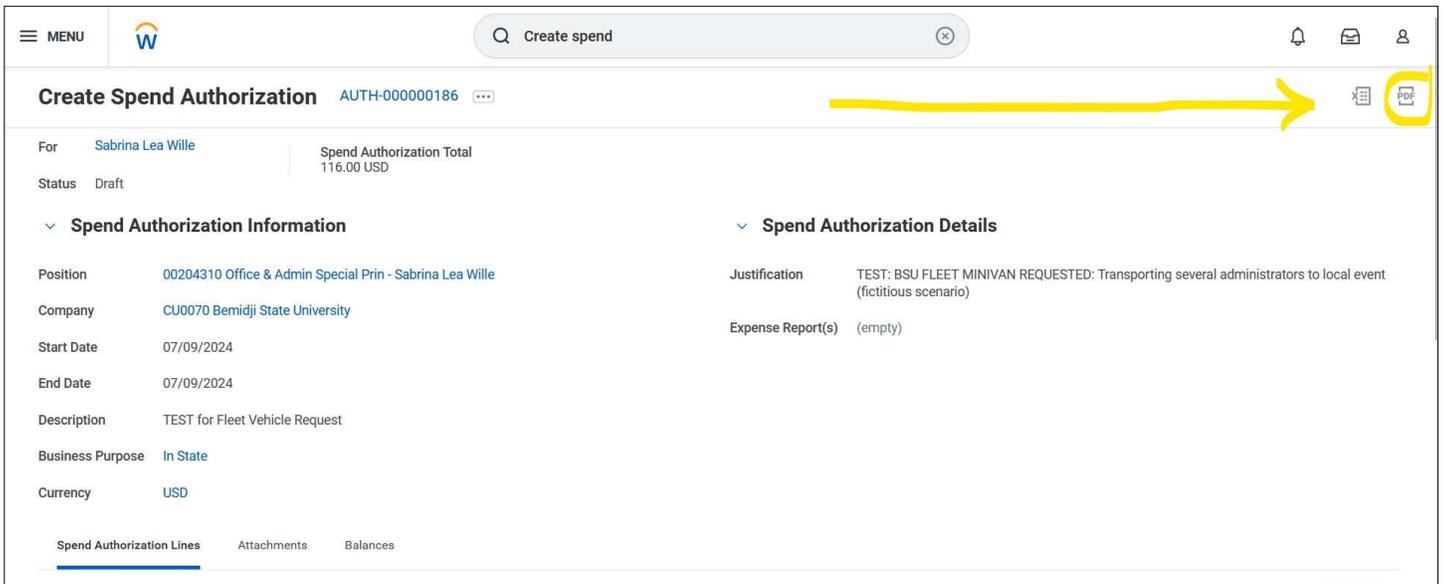
Company: CU0070 Bemidji State University Spend Start Date On or After: 04/10/2024
Spend Authorization Created by Worker: Sabrina Lea Wille Spend Start Date On or Before: 07/09/2024

2 items

Spend Authorization	Spend Authorization Number	Description	For	Payee Type	Company	Spend Start Date	Spend End Date
	AUTH-000000017	Travel_M24 MNState ASA Conference	Employee: Allen J. Bedford	Employee	CU0070 Bemidji State University	06/25/2024	06/27/2024
	AUTH-000000026	Travel to Polaris plant in Roseau, MN	Employee: Allen J. Bedford	Employee	CU0070 Bemidji State University	07/05/2024	07/05/2024

❖ To CREATE a PDF of your SPEND AUTHORIZATION

- Click on the PDF symbol in the far-right upper corner
- Download the PDF



Create Spend Authorization AUTH-000000186 ...

For: Sabrina Lea Wille Spend Authorization Total: 116.00 USD
Status: Draft

Spend Authorization Information

Position: 00204310 Office & Admin Special Prin - Sabrina Lea Wille
Company: CU0070 Bemidji State University
Start Date: 07/09/2024
End Date: 07/09/2024
Description: TEST for Fleet Vehicle Request
Business Purpose: In State
Currency: USD

Spend Authorization Details

Justification: TEST: BSU FLEET MINIVAN REQUESTED: Transporting several administrators to local event (fictitious scenario)
Expense Report(s): (empty)

[Spend Authorization Lines](#) [Attachments](#) [Balances](#)

