How to Issue Fiscal Approval for an Animal Order Request

1. (Financial Approvers) Use your web browser and go to: rap.uc.edu/aops

   ![Login Screen](image)

   After signing into this site, you are bound by the terms and conditions set forth when you received your account.

2. Log in with your UC 6+2 user name and password

3. Click on My Inbox. Then click on the order you are approving
4. Review the requested information from the submitter and Click on Issue Fiscal Approval.

5. Review the requested financial info submitted by the requestor and click ok to approve the request.
6. The order has now been approved and routed to LAMS for approval and processing.

7. If there are any issues with the request from the requestor, you can route the request back for additional info or cancel the request.