How to Complete Fiscal Approval for an Animal Order

1. Log in to [RAP AOPS](#) with your UC credentials. Animal Requisitions pending review are available in the **My Inbox** section of your **Dashboard** tab. Click on the requisition you want to review.

![Dashboard Image]

2. Select the **Submit Fiscal Approval** button.

![Submit Fiscal Approval Button Image]

3. Answer the following questions:
   - **I approve this request**: select Yes or No.
   - **Order line items**: choose an account by clicking on the black arrow (▼).
   - **Comments**: add if needed (not required)
   - **Supporting documents**: add if needed (not required)

Once all information is complete and accurate, click the OK button. At this time, fiscal approval is complete, and the requisition has been routed to LAMS for review and processing.