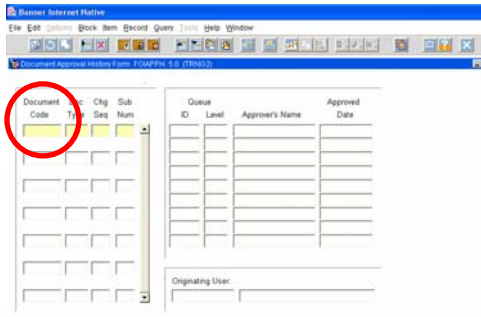




# Document Approval History Form UNM-025

1. In the Direct Access field (labeled "GO:"), type **FOIAPPH** and press **Enter** to access the Document Approval History Form.

2. **Document Code:** Enter the document number (ie. Banner requisition number).



3. Click on **Execute Query** (or press F8)



4. If a document has been approved, the Document Approval History Form will detail the date the document was approved and the individual who approved the document queried. If the document was disapproved, the individual who disapproved the document will be shown. Approvers are listed under "Queue Description".

