Exception Item To-Do Task in Workday

Exception items bought through requisitions may require an additional task in Workday. This Exception Item To-Do task happens in Workday after a requisition has been submitted by the Requisition Requester. The Requisition Requester will need to complete this task before the requisition can move forward with approvals. Certain spend categories will require this To-Do task. The codes are listed below.

A list of items with text

Description automatically generated