

Instructions for How to Set Up a Vacation Rule in the Oracle Purchasing Application

If you approve purchase requisitions in the Oracle Purchasing Application, you may want to set up a “vacation rule” when you’re going to be out of the office for an extended period of time.

Using a vacation rule means that requisitions requiring your approval will automatically re-route for approval to an individual you’ve delegated as your substitute. Taking advantage of this setting enables procurement activities to continue without delay during your absence.

For detailed instructions about how to set up a “vacation rule”, click here.

If you have any questions or concerns about the instructions, please contact Becky Kiely, Senior Staff Specialist, at rlkpur@rit.edu or 475-2107.