FAMIS Billable Request Approval

1. Login to AccessUH at [www.accessuh.uh.edu](http://www.accessuh.uh.edu)
2. Click on the FAMIS icon

3. Select “Request Approval” on the menu bar
4. The following screen will display “Billable Request Approval” and the service requests currently awaiting approval.

5. Scroll to find and click the request you would like to make changes to.
   a. You may also type in the service request number on the top right corner of the section.
6. After clicking on a service request number, the following screen will display the selected service request detailed information.
7. Verify that the information is correct.
8. Next, enter and verify that the cost center(s) are correct.

   a. To make changes to the cost center field, select the appropriate field and type in the correct information.
b. If you are using more than one cost center, enter the Percentage that should be charged for each one.

9. If you would like:
   a. To approve the charges for the service request, click “Approve”.
   b. To decline a service request, enter the reason why this service request is being declined in the “Comments”* field and click “Decline”.

*Note: Comments field is required for decline and comments will be emailed to the requestor and added to the description of the service request.