

CapEx Approval Workflow - Director Reviewed

Trigger:  When rows are added or changed ▾

When Requested By ▾ changes to:

Any Value

+ Specify another change

🕒 Run workflow: When triggered ▾



▽ Conditions (2) ^ ⋮

Where Director Name ▾ is not blank ▾

and where Director's Email Address ▾

is not blank ▾

+ Add another condition



▽ Conditions (2) ^ ⋮

Where Director Name ▾ is not blank ▾

and where Director's Email Address ▾

is not blank ▾

+ Add another condition



Request an update



Send to contacts in a cell

Director's Email Address

URGENT - CapEx Needs to be Reviewed

This email is to inform you that a CapEx has been submitted for review by someone in your department. Please review this Capex and check the box that says, "CapEx has been reviewed" when done.

Includes attachments, 25 fields



Conditions (2)



Where CapEx Grand Total is between
0.00 and 49999.99

and where Director Reviewed CapEx
is checked

+ Add another condition

Otherwise

Request an update



Send to contacts in a cell

Director's Email Address

URGENT - CapEx Needs to be Reviewed

This email is to inform you that a CapEx has been submitted for review by someone in your department. Please review this Capex and check the box that says, "CapEx has been reviewed" when done.

Includes attachments, 25 fields



Conditions (2)



Where CapEx Grand Total is between
50000.00 and 99999.99

and where Director Reviewed CapEx
is checked

+ Add another condition



Request an update

Send to contacts in a cell

Requested By Email Address

URGENT - Your CapEx Needs to be Updated

This automate email is to let you know that your CapEx you submitted has been reviewed by your director. Please fill in the following information in order to proceed with the approval process 1. Your Department VP 2. VP of Finance

Includes attachments, 5 fields



Request an update

Send to contacts in a cell

Requested By Email Address

URGENT - Your CapEx Needs to be Updated

This automate email is to let you know that your CapEx you submitted has been reviewed by your director. Please fill in the following information in order to continue with the approval process. 1. Your Department VP 2. VP of Finance 3. President of the company

Includes attachments, 6 fields



Request an approval

Send to contacts in a cell

Department VP (\$0.00K - \$49,999.99)

Save response in:

Department VP (\$0.00K - \$49,999.99) approval

URGENT - CapEx Needing Approval

This email is to inform you that an employee in your department has submitted a CapEx for an amount that is between \$0.00 - \$49,999.99. This CapEx requires your approval. Please review this CapEx and approve as soon as possible.

Includes attachments, 21 fields

If Approved



If Declined



Request an approval

Send to contacts in a cell

Department VP (\$50K +)

Save response in:

Department VP (\$50K +) Approval

URGENT - CapEx Needing Approval

This email is to inform you that an employee in your department has submitted a CapEx for an amount that is Between \$50,000.00 - \$99,999.99. This CapEx requires your approval. Please review this CapEx and approve as soon as possible.

Includes attachments, 21 fields

If Approved



If Declined

