

List of Roles for Planning Unit Users in BobcatBUY

SHOPPER	
Description	Default role for all employees
Workflow Approval	None
Established By	All employees (must complete training for account to be activated)
Editing Requisition	Assigns financial component to requisition
Self-Approval	No

REQUESTOR	
Description	Approves and submits requisitions for purchase order
Workflow Approval	Reviews and approves orders from shopper up to \$1,499.99
Established By	Established by planning unit
Editing Requisition	Assigns financial component to requisition
Self-Approval	Yes, on catalog, and non-catalog up to \$1,499.99

APPROVER #1	
Description	Approves and submits requisitions for purchase order
Workflow Approval	Reviews and approves orders between \$1,500.00 and \$9,999.99
Established By	Established by planning unit
Editing Requisition	Reviews and modifies requisition as needed
Self-Approval	Yes, on catalog, and non-catalog up to \$4,999.99

APPROVER #2 (CFAO/FMG)	
Description	Approves and submits requisitions for purchase order
Workflow Approval	Reviews and approves all catalog orders over \$10,000
Established By	Established by planning unit
Editing Requisition	Reviews and modifies requisition as needed
Self-Approval	Self-approves up to \$500,000

**** Procure to Pay Services will review all purchases for policy compliance and fiduciary responsibility.***

WORKFLOW APPROVALS IN PROCURE TO PAY SERVICES	
Buyer	Reviews and approves purchases up to \$24,999.99
Commodity Manager	Reviews and approves purchases up to \$49,999.99
Operations Manager	Reviews and approves purchases up to \$74,999.99
Director	Reviews and approves purchases over \$75,000.00