Cart

Shopping → Requisitioning

Requisition

Approval(s) → Purchasing (as required)

Purchase Order

Vendors

Receiving

Unpacking & checking quality → Receiving

Invoicing

Invoice → Financial Services

Matching

2 or 3 Way Match

Payment

Payment to Vendor → Payment Status

<u>Roles</u>

▸ **Shoppers** – Shops for goods/services and creates shopping carts. Shoppers will assign their carts to a Requester. They can add accounting information if known but adding that information is optional for shoppers. Shoppers must know who to assign a shopping cart to. Shoppers can perform receiving.

▸ **Requesters** – Shops for goods/services and creates shopping carts. Requesters enter accounting information and submit the shopping cart as a requisition for approval. Must know accounting information. Purchases at all dollar limits will require approval from the department financial approver. Requesters can perform receiving.

▸ **Department Financial Approver** – An account sponsor or proxy as designated in FAMS. Approves, rejects or returns requisitions. Department financial approvers can perform receiving.

▸ **Match Exception Approver** – Approver who investigates, resolves and then approves invoices with matching errors once the issue has been resolved.

<u>Additional Types of Approval Roles</u>

▸ **Accounts Payable Approver** – Processes invoices, reviews invoices for compliance, manages specialty approvals, manages match exceptions and issue payments to suppliers.

▸ **Ad-Hoc Approver** – Approvers who are added to the workflow process when special approvals are needed.

▸ **Department Specialty Approver** – Not applicable to most departments however, some departments will have additional department approval roles.

▸ **Grant Approver** – Grants and Contracts approval of any expenditures charged to a grant account.

▸ **IT Approver** – Information Technology Department approval of any technology related items.

▸ **Purchasing Approver** – Purchasing Department approval to review compliance for any purchases in excess of $5,000 or any purchases requiring contractual review.