

PeopleSoft (PS) and SciQuest (SQ) Requisition Workflow⁺ Role Assignments

Departmental Authorization Form

Department: _____

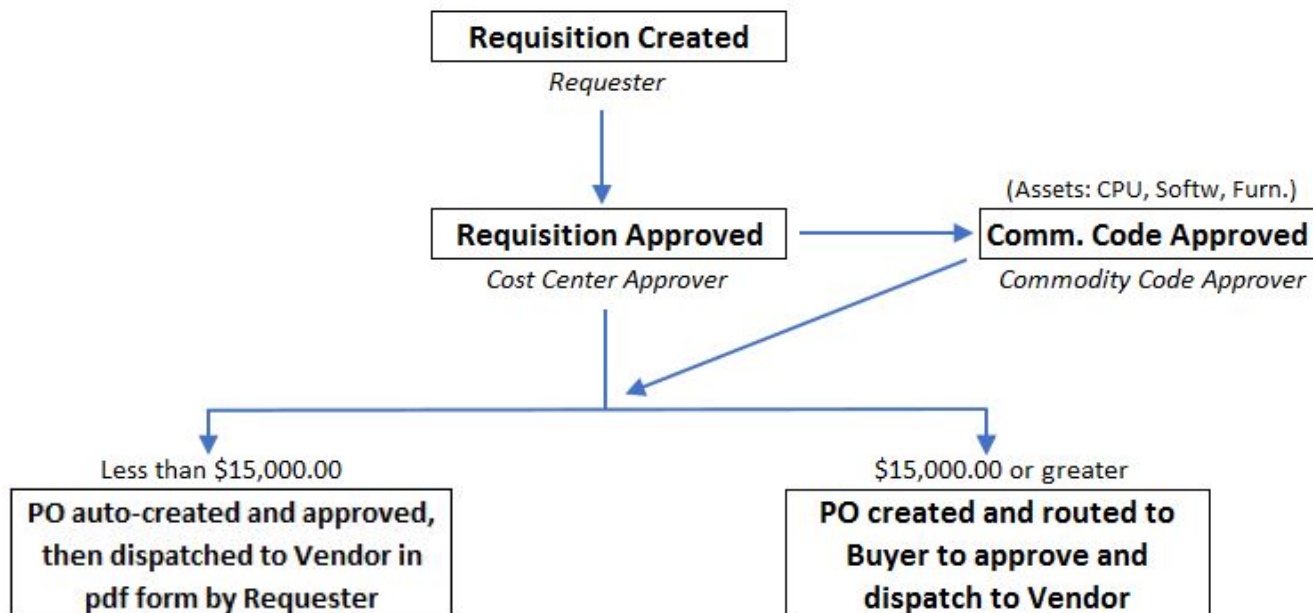
	Name	Employee ID	Dept. Cost Centers:
Requester 1*			
Requester 2*			
Requester 3*			
Requester 4*			
Cost Center Approver**			
Cost Center Approver**			
ad hoc Cost Center Approvers** <small>(can be added to Workflow when primary or secondary approvers are unavailable)</small>			

NOTE: Requester cannot also be a Cost Center Approver. A minimum of two (2) requesters and two (2) approvers required with the first respective names listed above primary in each category.

*must complete training (TBA)with Purchasing staff on PS Requisition creation.

**must have delegated signature authority on all listed cost centers OR maintain file backup (email or written) showing approval for purchase by someone with delegated signature authority.

PS Requisition Workflow



⁺Workflow is an electronic approval routing process that allows for multiple budgetary level approvers to communicate, verify and store documents.

I approve the assignment of the respective roles in the PeopleSoft Requisition Workflow process to the individuals listed above. I also understand that my department is responsible for maintaining all applicable supporting documentation for purchases below the 15K threshold, and to make available all supporting documentation to Purchasing for purchases 15K or more.

 Department Head signature Printed Name Date

Please scan completed form to purchasing@utsystem.edu , attn: PS Workflow Authorization