

## The Initiator

### *What's the Issue?*

Last summer, in order to improve compliance and transparency across our purchasing transactions, Procurement was advised of the need to capture three distinct participants for most Procurement transactions: Initiator, Preparer, and Approver.

- The transaction **Initiator** is the person who requested that the goods/or services be ordered and who determines that the costs are reasonable, allowable and allocable to the source of funds. For grant-related purchases, this role can be delegated by the Principal Investigator (PI).
- The **Preparer** is the person who places the order or prepares the form, on direction from the Initiator. The Preparer can also be the Initiator.
- The **Approver** is an administrator, business manager or duly authorized designee of a department, unit or business support center; having budgetary responsibility for the transaction involved.

### *What's the Plan to Address the Issue?*

During this fiscal year, we are modifying Procurement forms and systems to capture these participants. This note outlines our implementation plans and how we plan to communicate the changes to the community.

### *What Will Change?*

**Forms:** During the week of February 4<sup>th</sup>, new versions of the *Purchase Requisition* and *Check Request* will be posted on the Policies and Procedures site. We are working with the Controller's office to update the policies and procedures to reflect the form change.

**Systems:** During the week of February 4<sup>th</sup>, *SciQuest* and *Web Invoice Payment* will be modified to capture the Initiator. Through February, the Initiator data will be optional. However, it will become required some time during March. Procurement Inquiry will also display the Initiator.

Click [here](#) to see what the new SciQuest reminder will look like

Click [here](#) to view the training document on how to add an Initiator in SciQuest

Click [here](#) to see what the new screen will look like in WIP

As the year progresses, additional changes will be made to our systems to capture Initiator, Preparer, and Approver data in EMS, SciQuest and on financial reports.

We anticipate that by the fall, Initiator data will be captured consistently and that we will introduce a new invoice hold for instances in which Initiator is not provided. This is tentatively planned for October 2008.

**Where Can I Learn More?**

Additional details regarding the changes and planned communications are available on the Procurement site. Click [here](#) for more details.