

## Role Options

SciQuest users are assigned either a Requisitioner or Approver Role. Each role has limits associated with it as shown below. Note that:

- A **prerequisite** of all users is to have an *e-mail account* and *office phone number* on their HR record.
- A **prerequisite** of being assigned a *SciQuest Approver* role is that the person must already be established via *START Maintain Lists* as a *Requisition Approver*.
- Approvers have a \$0 approval limit for requisitions they create themselves. If approvers will create requisitions, you may optionally assign them a Requisitioner role with a self-approval limit.
- If a requisition is more than \$10,000, it will be routed to Purchasing for review and approval after a departmental approver provides the financial approval.

<b>Role</b>	<b>Limit(s)</b>	<b>Description</b>
Requisitioner \$0	\$0 Self-Approval	All requisitions must be routed to an Approver.
Requisitioner \$500	\$500 Self-Approval	Requisitions up to \$500 will be approved automatically; requisitions over \$500 must be routed to an Approver.
Requisitioner \$1K	\$1,000 Self-Approval	Requisitions up to \$1,000 will be approved automatically; requisitions over \$1,000 must be routed to an Approver.
Requisitioner \$2K*	\$2,000 Self-Approval	Requisitions up to \$2,000 will be approved automatically; requisitions over \$2,000 must be routed to an Approver.
Requisitioner \$5K*	\$5,000 Self-Approval	Requisitions up to \$5,000 will be approved automatically; requisitions over \$5,000 must be routed to an Approver.
Approver \$500	\$500 Limit	May approve up to \$500. Otherwise, may route higher value requisitions to those with more approval authority.
Approver \$2K	\$2K Limit	May approve up to \$2K. Otherwise, may route higher value requisitions to those with more approval authority.
Approver \$5K	\$5K Limit	May approve up to \$5K. Otherwise, may route higher value requisitions to those with more approval authority.
Approver \$10K	\$10K Limit	May approve up to \$10K. Otherwise, may route higher value requisitions to those with more approval authority.
Approver \$25K	\$25K Limit	May approve up to \$25K. Otherwise, may route higher value requisitions to those with more approval authority.
Approver Bus Manager \$100K	\$100K Limit	May approve up to \$100K. Otherwise, may route higher value requisitions to those with more approval authority.
Approver > \$100K	Unlimited	Has unlimited approval authority. Restricted for use by senior executives (e.g., in Provost office, Med School Financial Ops) following business office approval.
Reviewer \$0	\$0	Will appear in the Approver list in order to route requisitions for review. However, does not have financial authority to approve and must forward requisition to another Approver.

\* **Subject to change.**