

# Requestor

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- A user who initiates the purchase of goods or services by shopping and creating a cart.
- After placing items in the shopping cart, the Requestor checks out.

Requestor Role	Requisition Limit
Requestor 1	\$0
Requestor 2	\$500
Requestor 3	\$1000
Requestor 4	\$2500
Requestor 5	\$5000
Requestor 6	\$10000

- Requisition Limit refers to the total value of a requisition above which an approval is required to proceed.
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# Approver

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- A user designated to electronically review and approve purchase requisitions. The Approver can approve or reject part/all of the requisition.

Approver Role	Requisition Limit	Approver Limit
Approver 1	\$1000	\$1000
Approver 2	\$2500	\$2500
Approver 3	\$5000	\$5000
Approver 4	\$10000	\$10000
Approver 5	\$10000	\$25000
Approver 6	\$10000	\$50000
Approver 7	\$10000	\$100000
Approver 8	\$10000	\$250000

- Approval Limit refers to the maximum requisition value which may be approved by a user. Requisitions above this amount require routing to the user's financial approver.
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