Procurement Roles Analysis

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Skills/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req Creator</td>
<td>Employee</td>
<td>Log into BFS and create/requisition</td>
</tr>
<tr>
<td>Req Approver</td>
<td>Employee</td>
<td>Review requisition and Update Chartstring if necessary</td>
</tr>
<tr>
<td>Additional Approver</td>
<td>Employee</td>
<td>Review Requisition</td>
</tr>
<tr>
<td>Receiver</td>
<td>Employee</td>
<td>Receive items in BFS (online)</td>
</tr>
<tr>
<td>Inspector (Optional)</td>
<td>Employee</td>
<td>Inspect Receipt of items in BFS (online)</td>
</tr>
</tbody>
</table>

**Skills/Responsibilities**
- Knows the proper Chart String to use for each item
- Determine Routing
  - Is it a Low Value Purchase?
  - Is it After the Fact?
  - Does it need to go a Central Buyer?
- Determine if Additional approval needed
- Determine if inspection is needed
- Assigns location code

**Skills/Responsibilities**
- Has Budget or Program authority to approve requisitions
- Review and approve req based on appropriateness, validity, adequate funding, etc.
- Knows the proper chartstrings to use for each item
- Can Update chart strings on the ePro Requisition if needed.

**Considerations**
- Either has been delegated signature authority or is a Principal Investigator
- Cannot update Chartstring
- PO not generated until this approval has been completed
- This step is not required but is available to accommodate additional required approvals

**Considerations**
- On Line Receiving is new in BFSv9 and replaces voucher approval
- Receives items in the system will complete the three way match process and releases payment unless inspection is required.

**Considerations**
- Person actually checking the items. An optional role to be used by departments as a means of confirming receipt of goods when the delivery may go to a central receiving doc or at the department central office.
- High Value Items, Hazardous Materials. Inspection is part of a 4-way match to release payment.