



Set up purchasing permissions

Table of Contents

Set up purchasing permissions i

Set up Purchasing Permissions

District Administration > Maintenance > User Profiles > Purchasing Permissions

Image

The screenshot shows a web application interface for 'Maintenance > User Profiles'. At the top right, it says 'SessionTimer: 240'. Below the breadcrumb, there is a 'Save' button with a red arrow pointing to it. A dropdown menu shows 'Cook, John (001153)'. To the right are buttons for 'Retrieve User', 'Lookup User', 'Add User', 'Delete User', and 'Remove Process'. Below these are tabs for 'Accounts', 'Permissions', 'Purchasing Permissions', 'Purchasing Addresses', 'Purchasing Requestors', 'Purchasing Restrict Campus/Dept', and 'Purchasing Credit Cards'. The 'Purchasing Permissions' tab is active. It contains a 'Print' button and several fields: 'Employee Number: 001153', 'Global Access: ', 'Override: ', 'Overexpend: ', 'Overexpend Pct: 0%', 'Req Max: 999999.99', 'YTD Amt: 0.00', 'YTD Max: 999999.99', 'Bundle Requisitions: ', and 'Buyer: '. The 'Save' button is highlighted with a red arrow.

Complete the applicable fields to provide additional purchasing permissions to a user who is authorized to create requisitions, approve requisitions, or inquire about requisitions.