



Set up purchasing requestors

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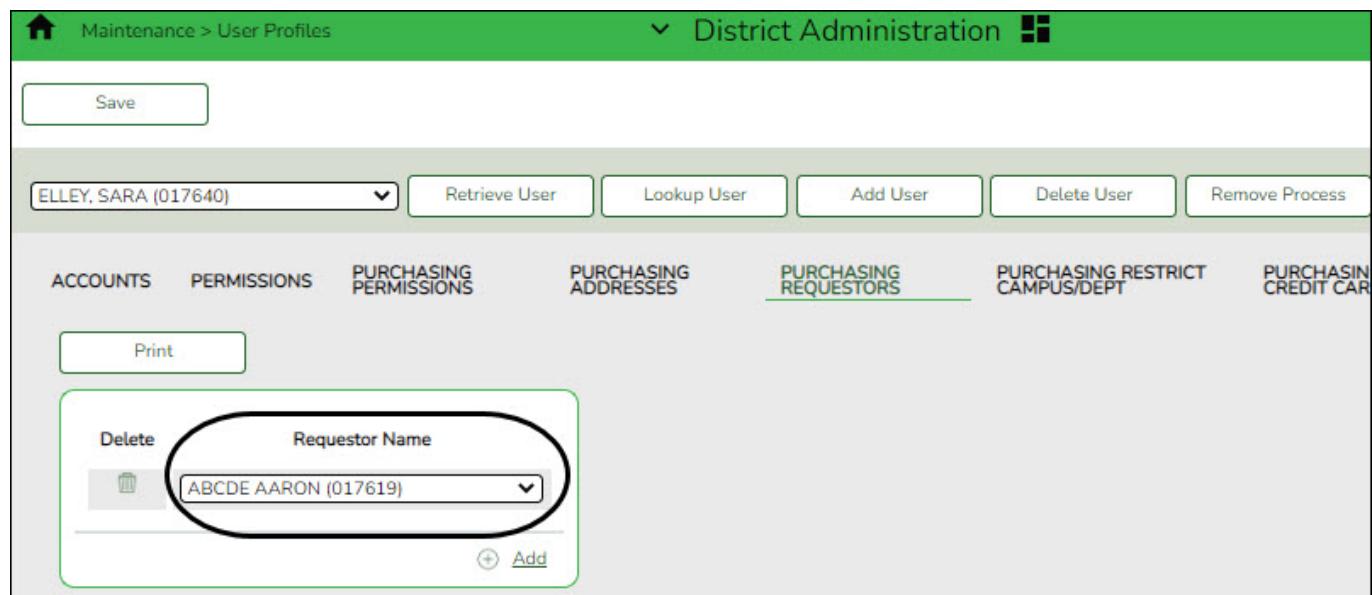
Set up purchasing requestors	i
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Set up purchasing requestors

[District Administration > Maintenance > User Profiles > Purchasing Requestors](#)

If necessary, you can limit the requestors for whom the user (originator) can create or modify requisitions. The requestor must have a user profile that includes authorized accounts to expense against as well as any approvers who are associated with the requestor.

If this option is not used, an originator can select the requestor for whom they are creating the requisition on the [Purchasing > Maintenance > Create/Modify Requisition](#) page.



The screenshot shows the 'Maintenance > User Profiles' screen. The 'Purchasing Requestors' tab is selected. A dropdown menu for 'Requestor Name' is open, showing 'ABCDE AARON (017619)' as the selected item. The 'Add' button is highlighted with a green oval.

Click **+Add** to add a requestor name.

Requestor Name to select a requestor from the drop-down list of available requestors.

Click **Save**.