# Set up purchasing requestors

# Table of Contents

**Set up purchasing requestors** ..... i

# Set up Purchasing Requestors

District Administration > Maintenance > User Profiles > Purchasing Requestors

Use this tab to limit the requestors for whom the user (originator) can create or modify requisitions. The requestor must have a user profile that includes accounts he is authorized to expense to, as well as any approvers 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.