



Purchasing Requestors - DA3000

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District Administration > Maintenance > User Profiles > Purchasing Requestors

This tab is used 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.

Note: Refer to the [Accounts](#) tab for more information about the **Add User**, **Delete User**, and **Remove Process** buttons.

Set up purchasing requestors:

Retrieve User	<p>Click to retrieve a user.</p> <p>Click  to select a user and click Retrieve User. By default, this drop down only displays “employed” users.</p> <p>Notes:</p> <p>The drop-down list is sorted alphabetically by last name and then first name.</p> <p>All users who are set up on the Personnel > Staff Demo page and have been previously added to the Maintenance > User Profiles page are displayed in the drop down.</p>	OR	Lookup User	<p>Click to lookup a user.</p> <p>Click to search for an employee in the User Directory. The User Directory is displayed. To search for a specific user, type data in the desired search fields.</p> <ul style="list-style-type: none"> • First Name • Last Name • Employee Number <p>Select one of the following employee statuses to narrow your search:</p> <ul style="list-style-type: none"> • Employed • Not Employed <p>Click Retrieve. A list of users that match the search criteria is displayed. The following information is retrieved:</p> <ul style="list-style-type: none"> • Employee Nbr • Last Name • First Name • Employed <p>Select an employee number. The directory is closed and the page is populated with the selected user record. Otherwise, click Cancel to close the directory.</p>
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Click **+Add** to add a row.

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

Click **Save**.

Other functions and features:

Retrieve	Click to retrieve information from the last save. If you click Retrieve , any unsaved changes will be lost.
Print	Click to print the User Profiles, User Requestor report. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . A message is displayed asking if you want to delete the row. Click OK . Click Cancel to not delete the row.