



## Set up purchasing permissions



# Table of Contents



## 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 navigation, there is a 'Save' button with a red arrow pointing to it. A dropdown menu shows 'Cook, John (001153)'. To the right of the dropdown are buttons for 'Retrieve User', 'Lookup User', 'Add User', 'Delete User', and 'Remove Process'. Below these are several tabs: 'Accounts', 'Permissions', 'Purchasing Permissions' (which is selected), 'Purchasing Addresses', 'Purchasing Requestors', 'Purchasing Restrict Campus/Dept', and 'Purchasing Credit Cards'. Under the 'Purchasing Permissions' tab, there is a 'Print' button and several input fields: 'Employee Number: 001153', 'Global Access: ', 'Override:

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



## Back Cover