



## Set up purchasing requestors



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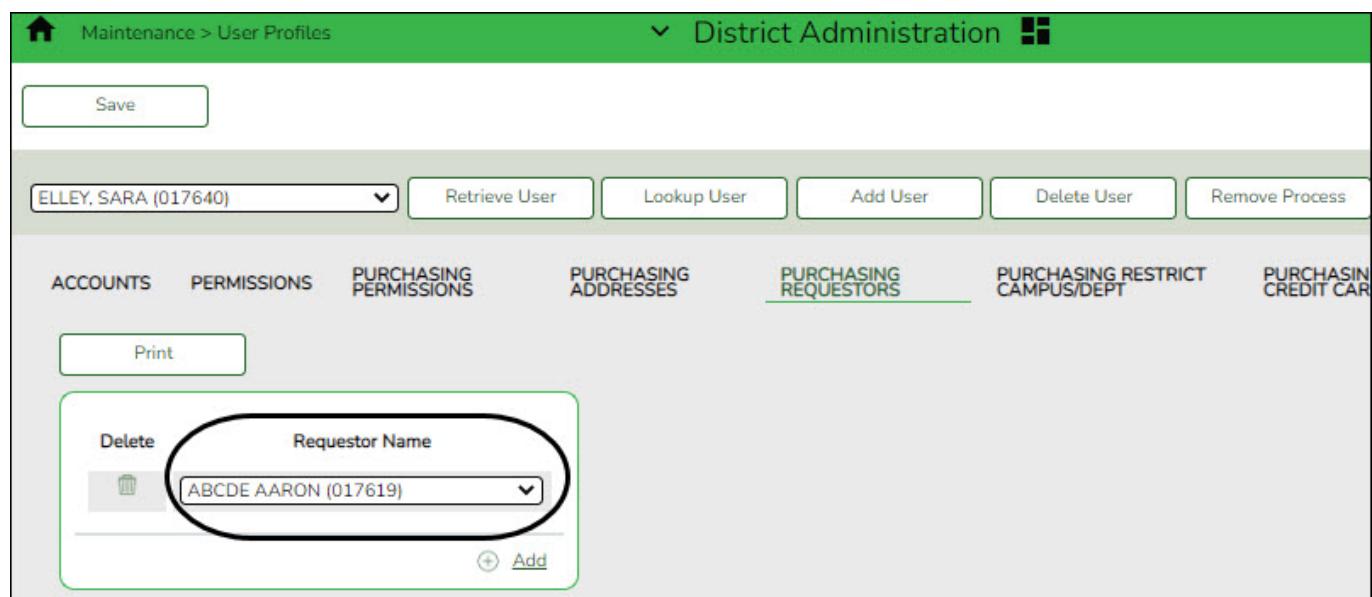


# Set up purchasing requestors

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 in District Administration. The 'Purchasing Requestors' tab is selected. A dropdown menu shows 'ELLEY, SARA (017640)'. Below it, a list box shows 'ABCDE AARON (017619)' with a circled 'Add' button next to it.

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

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

Click **Save**.



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