



## Set up purchasing requestors



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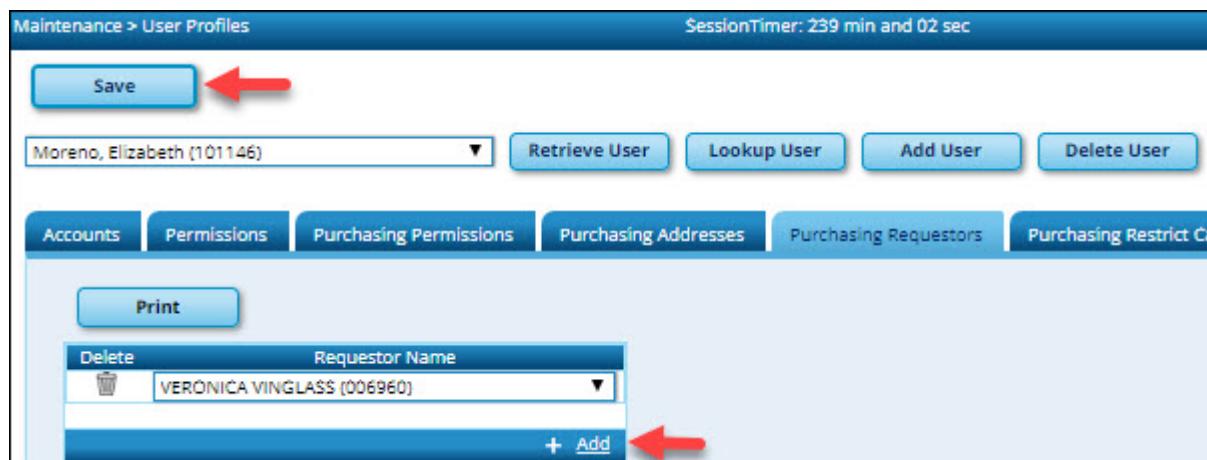


## District Administration &gt; Maintenance &gt; User Profiles &gt; Purchasing Requestors

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.

## Image



Maintenance > User Profiles Session Timer: 239 min and 02 sec

Save Moreno, Elizabeth (101146) Retrieve User Lookup User Add User Delete User

Accounts Permissions Purchasing Permissions Purchasing Addresses Purchasing Requestors Purchasing Restrict Ca

Print

Requestor Name
VERONICA VINGLASS (006960)
<b>+ Add</b>

Click **+Add** to add a new row to the grid.

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

Click **Save**.



## Back Cover