



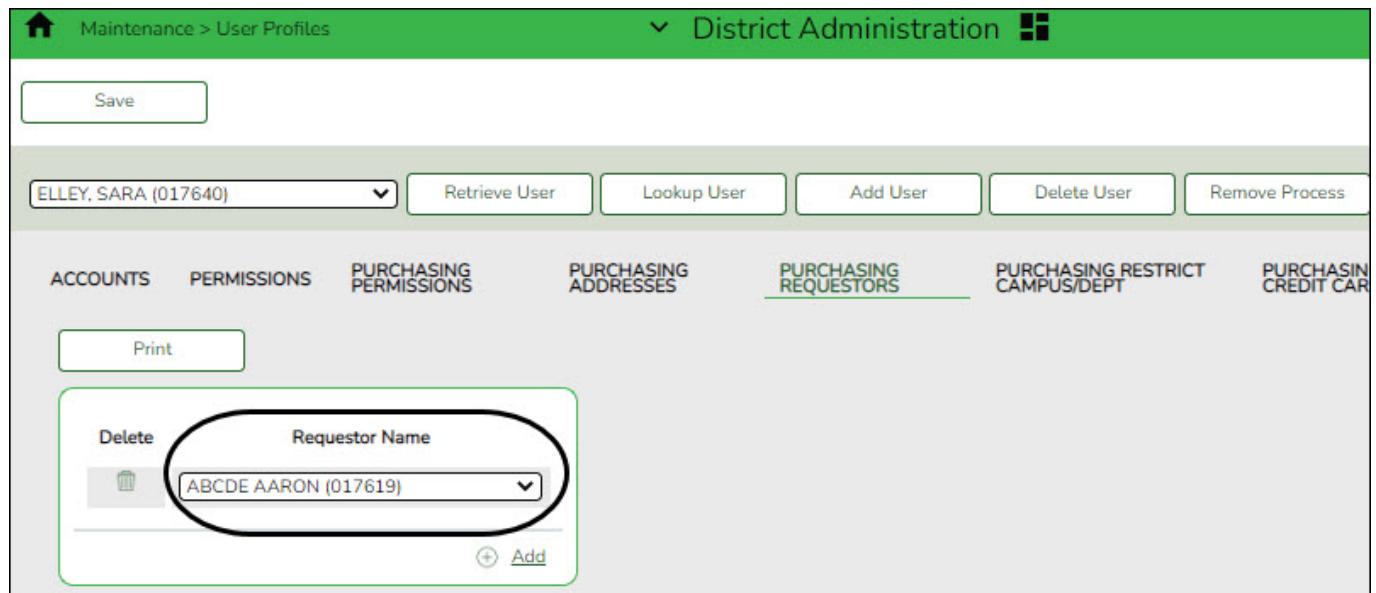
Set up purchasing requestors

Table of Contents

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 a software interface for managing user profiles. At the top, there's a navigation bar with a home icon, the text 'Maintenance > User Profiles', and a dropdown menu 'District Administration'. Below the navigation is a toolbar with buttons for 'Save', 'Retrieve User', 'Lookup User', 'Add User', 'Delete User', and 'Remove Process'. The main area has several tabs: 'ACCOUNTS', 'PERMISSIONS', 'PURCHASING PERMISSIONS', 'PURCHASING ADDRESSES', 'PURCHASING REQUESTORS' (which is underlined, indicating it's the active tab), 'PURCHASING RESTRICT CAMPUS/DEPT', and 'PURCHASING CREDIT CAR'. A 'Print' button is also present. In the 'PURCHASING REQUESTORS' section, there's a 'Delete' button next to a trash icon, a 'Requestor Name' label, and a dropdown menu containing 'ABCDE AARON (017619)'. Below the dropdown is an 'Add' button with a plus sign.

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

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

Click **Save**.



Back Cover