


# 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** | Click to retrieve a user.<br>Click ⌄ to select a user and click **Retrieve User**. By default, this drop down only displays “employed” users.<br><br>**Notes**:<br><br>The drop-down list is sorted alphabetically by last name and then first name.<br><br>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. | OR | **Lookup User** | Click to lookup a user.<br>Click to search for an employee in the User Directory.<br>The User Directory is displayed.<br>To search for a specific user, type data in the desired search fields.<br>• **First Name**<br>• **Last Name**<br>• **Employee Number**<br>Select one of the following employee statuses to narrow your search:<br>• **Employed**<br>• **Not Employed**<br>Click **Retrieve**. A list of users that match the search criteria is displayed. The following information is retrieved:<br>• **Employee Nbr**<br>• **Last Name**<br>• **First Name**<br>• **Employed**<br>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. |

❑ 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** | Retrieve data.<br>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.<br><br>Review the report. |
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**.<br><br>Click **Cancel** to not delete the row. |


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