

amazonbusiness education

MSU Denver – Buying Role Definitions

Administrator

1. Able to add new account holders within their own department. Each new account holders may be set up as an administrator or requisitioner.
2. May view purchase transaction data, which show order activities for each user and/or group that they manage.
3. May set up approval workflows and spending limits.
4. May make purchases.

Approver

Some administrators may elect to be set up as approvers.

1. As each user/requisitioner is established, an Administrator may elect to have all orders approved or to set a pre-order spending limit for an individual requisitioner. This is not a requirement, but dictated by departmental requirements.
2. Approvers will receive an email notification when an approval is required. They will have 7 days to approve or reject the order. This can be completed through the email.

Requisitioner

1. Set up in order to make purchases only.
2. Must use a University Corporate Card as the payment method.
3. Requisitioners without a Corporate Card may have their account set up using a Departmental Corporate Card. This account might be subject to limitations or approvals, as set by the department Administrator.