



**IOWA STATE UNIVERSITY
PURCHASING DEPARTMENT**

*Requisitioning System
Maintenance Request*

Department		Dept No(s).	
Changes requested by			

Please complete the appropriate section(s) to request changes in the requisitioning system.

1. System roles: Requisitioners may enter and change requisitions. They route requisitions for approval and may work on any open requisition in the department.

Role	Name	Action
Requisitioner		Add <input type="checkbox"/> Delete <input type="checkbox"/>
Requisitioner		Add <input type="checkbox"/> Delete <input type="checkbox"/>
Requisitioner		Add <input type="checkbox"/> Delete <input type="checkbox"/>
Requisitioner		Add <input type="checkbox"/> Delete <input type="checkbox"/>
Requisitioner		Add <input type="checkbox"/> Delete <input type="checkbox"/>

2. Default requisitioner: The default requisitioner for the department receives requisitions started by the purchasing department (e.g. confirming orders, contract renewal requisitions) and receives email notification of purchase orders.

Default requisitioner (one per dept no.)	
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3. Funding approver: All requisitions are routed for funding approval based on the department number associated with the fund(s) used on the requisition. Up to two proxy approvers may be designated. Signature of department chair or director required.

Funding approver name			
Proxy 1		Proxy 2	
Approval		Date	

(Department chair or director signature required; may not be signed by designee)

Questions? Contact the purchasing help desk at 294-4860 or requisitioning system administrator Lesley Lackore (294-4589/llackore@iastate.edu). Please return completed form to Purchasing Department, 3616 ASB.