

# SRM Purchase Order/Contract Approver Role – Office of Attorney General and Office of General Counsel

**Purpose/Definition:** The SRM Purchase Order/Contract Approver role is responsible for approving and rejecting any and/or all of the following procurement documents in SRM:

- Purchase Orders and Contracts for agencies under the Governor’s jurisdiction, independent agencies (Office of Attorney General only) and DGS purchase orders created on behalf of agencies when non-standard Term and Conditions are applied
- Contracts and Purchase Orders for services over \$25,000 (Office of Attorney General only)

**Role Mapping Rules**

Positions that receive the SRM Procurement Document Approver role cannot receive the following roles: (Attorney General and Office of General Counsel only)

- SRM Agency Purchaser
- SRM Requisitioner

Please review Management Directive 205.37 Role Assignment, Security, and Internal Control Maintenance for guidance on role mapping conflicts.

**Responsibilities**

- Based on role assignment, approvers will review, edit, and approve or reject procurement documents in SRM. See Approver Categories chart for a description of role responsibilities.

**Approver Categories Chart**

Approver Role- Attorney General	Responsibilities
PO Approval – Attorney General Services	Approve purchase orders for services when: <ol style="list-style-type: none"> <li>1. the service is over \$25,000</li> <li>2. the non-standard terms and conditions trigger is flagged</li> </ol>
PO Approval – Attorney General Supplies	Approve purchase orders for supplies when: <ol style="list-style-type: none"> <li>1. the non-standard terms and conditions trigger is flagged</li> </ol>
Contract Approval – Attorney General Services	Approve contracts for services when: <ol style="list-style-type: none"> <li>1. the service is over \$25,000</li> <li>2. the non-standard terms and conditions trigger is flagged</li> </ol>
Contract Approval – Attorney General Supplies	Approve contracts for supplies when: <ol style="list-style-type: none"> <li>1. the non-standard terms and conditions trigger is flagged</li> </ol>
Approver Role- Office of General Counsel	Responsibilities
PO Approval – OGC Services	Approve purchase orders for services when: <ol style="list-style-type: none"> <li>1. the non-standard terms and conditions trigger is flagged and the agency is under the Governor’s jurisdiction</li> </ol>
PO Approval – OGC Supplies	Approve purchase orders for supplies when: <ol style="list-style-type: none"> <li>1. the non-standard terms and conditions trigger is flagged and the agency is under the Governor’s jurisdiction</li> </ol>

## SRM PO Contract Approver - continued

Approver Role- Office of General Counsel	Responsibilities
Contract Approval – OGC Services	Approve contracts for services when: 1. the non-standard terms and conditions trigger is flagged and the agency is under the Governor’s jurisdiction
Contract Approval – OGC Supplies	Approve contracts for supplies when: 1. the non-standard terms and conditions trigger is flagged and the agency is under the Governor’s jurisdiction

### Required Knowledge, Skills, and Abilities

- Broad knowledge of Procurement Code and Purchasing Policy.
- Knowledge of purchase order and contract workflow.
- Knowledge of approval criteria for appropriate document types associated with the role.
- Ability to use computer.

### Tools

- SAP—SRM

### Processes & Transactions

- Purchasing
  - Approval Processing

### Training Prerequisites

The following knowledge is required before employees can enroll in SRM training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Software
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)
  - Internet Browsers
  - Windows

### Procurement Document Approver

Course Name	Course	Hours	Del. Media
Fundamentals	SRM Sourcing Fundamentals	1.00	WBT
	SRM Navigation & Overview	0.15	WBT
Approver	SRM 7.0 Procurement Document Approver	1.00	WBT

2.15 hours total