

SRM Purchase Order/Contract Approver Role (DGS Only)

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 created by DGS on behalf of agencies
- Purchase Orders for supplies on behalf of the sole source board
- Contracts for supplies and services including statewide header, statewide line item, multiple award hierarchical, reseller distributor hierarchical, global outline agreements and ITQs created by the Department of General Services
- Contracts for supplies over \$1,000,000

Role Mapping Rules

Positions that receive the SRM Purchase Order/Contract Approver role cannot receive the following roles:

- SRM Requisitioner
- SRM DGS Commodity Specialist

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 purchase orders and contracts described above in SRM. See Approver Categories chart for a description of role responsibilities.

Approver Categories Chart

Approver Role- DGS	Responsibilities
DGS Associate Commodity Manager	Approve purchase orders and contracts for supplies and services when: <ol style="list-style-type: none"> 1. the purchase order/contract is created by the commodity specialist
DGS Commodity Manager	Approve purchase orders and contracts for supplies and services when: <ol style="list-style-type: none"> 1. the purchase order/contract is created by the commodity specialist, approved by the Associate Commodity Manager AND the dollar threshold is within that designed to the Commodity Manager
Chief Procurement Office	Approve purchase orders and contracts for supplies and services when: <ol style="list-style-type: none"> 1. the purchase order/contract is created by the commodity specialist, approved by the Associate Commodity Manager AND the dollar threshold is within that designed to the Chief Procurement Officer

Approver Role – DGS	Responsibilities
Deputy Secretary for Procurement	Approve purchase orders and contracts for supplies and services when: <ol style="list-style-type: none"> 1. the purchase order/contract is created by the commodity specialist, approved by the Associate Commodity Manager AND the dollar threshold is within that designed to the Dep Secretary for Procurement
DGS Secretary	Approve purchase orders and contracts for supplies and services when: <ol style="list-style-type: none"> 1. the purchase order/contract is approved by all pre-requisite approvers and the dollar threshold is within that designed to the Secretary for General Services
Sole Source Board	Approve purchase orders for supplies following the approval by the sole source board.
Treasury	Approve contracts created by DGS for supplies over \$1,000,000

SRM PO Contract Approver - continued

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 Office 2000
 - 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
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		2.15 hours total	