Single Approver Option Form for the change in the approval of Catalog Requisitions under $3,000

This process replaces the Expedited Transaction Report

By Policy 5.2.1.4, Purchasing and Business Services is going to require at least one approver for purchasing on catalog orders less than $3,000. The default option is that there will be two approvers on each requisition for these types of purchases.

The Default option requires two approvers (a finance approver and a spend approver).

If your department chooses to ‘opt out’ of the dual approver option, there will need to be one approval by the finance approver. Departments that choose this option may need to make role changes to ensure compliance with this requirement as no one will be able to have the requestor and finance approver roles.

Please review your department requirements to determine which users will have the Requestor Role and which users will have the Finance Approver role if they currently have both roles.

a. If conflicting roles, a role request form to remove roles must accompany this form.

b. This is based on your department’s Purchasing Business Unit(s), so please make sure all units you wish to have single finance approver for are listed.

I choose to “opt out” of the dual approver option: Purchasing Business Unit(s):

______________________________________________________________________

School/Department ______________________________________________________

_________________________________                    _________________________
Signature of Department Head                                   Date

Submit signed form to: sqadmin@business.gatech.edu or fax to 404-894-8552

If you have question, please e-mail purchasing.ask@business.gatech.edu