Department Approvals Explanation

Approvals:

Buyers in PantherBuy can have three different levels of dollar spending: $0, $500, and $5000. If they have a $0 spending level, every order they place will require approval. If they have a $500 spending level, they can place orders up to and including $500 without approval, however if that buyer places an order that is $500.01 or higher, it will require approval. If the buyer has a $5000 spending level, they may place orders up to and including $5000 without approval, however any order $5000.01 or greater will require approval.

Approvals in PantherBuy will occur at a department level. There are three tiers of Approvers. Each department must have at least one person approving at each level. Those levels are: $0-$500, $500.01-$5000, and $5000.01 and above.

- An approver at the $0-$500 level will see ALL orders requiring approval between $0 up to and including $500. For example, if a buyer who has $0 approval places an order for $350, it will go to the approver(s) who are listed in the $0-$500 range. Once an approver at this level has approved the order, it will go to the vendor.

- An approver at the $500.01-$5000 level will see ALL orders requiring approval between $500.01 up to and including $5000. For example, if a buyer who has either $0 or $500 approval, places an order for $1000, it will go to the approver(s) who are listed in the $500.01-$5000 range, passing over the $0-$500 level. Once an approver at this level has approved the order, it will go to the vendor.

- An approver at the $5000.01 and above level will see ALL orders greater than $5000.01. For example, if any buyer, regardless of dollar approval level, places an order for $10000, it will go to the approver(s) who are listed in the $5000.01 and above range, passing over both the $0-$500 and $500.01-$5000 levels. Once an approver at this level has approved the order, it will go to Purchasing Services for further approval.

$5000 OK to Pay:

As per University policy, purchase orders over $5000 are not to be paid until the funds are released by the department placing the order. Every department must have at least one designated $5000 OK to Pay Approver.   This designee is responsible for authorizing payment, upon receipt of product, for orders of $5000 or more.

This person can be either a department buyer or approver, who is set at any of the levels; or this person can also be someone with neither responsibility who is solely going to approve orders

over $5000 for payment. Orders over $5000 will automatically go to the OK to Pay folder and an email will be sent to the appropriate Approver(s) that there is an order pending OK to Pay. When the product arrives, the person who receives the order merely has to inform the designated Approver(s) and they can release the funds in PantherBuy.

For example, if Supplier Management places an order for $6500 worth of computers. After this order has gone through all the approvals, it will be sent to the vendor. The order will not, however, be paid until Supplier Management receives the computers and their designated OK to Pay Approver goes into PantherBuy and approves the OK to Pay step.

Important notes:

- Each department MUST have at least one person at each approval level.

- An approver can be listed at one, two, or all three levels of approval. For example, if Andrew Approver wants to be able to approve all orders in his department that require approval, he can be placed at all three levels.

- Each approval level can have multiple people listed at any level. For example, if Supplier Management wants to have three people approving orders at the $0-$500 level, two at the $500.01-$5000 level, and one at the $5000.01 and above level, they can do that.

  o If your department has multiple approvers listed at any level, then any approvals that fall into that level will be placed into a shared folder. For example, a buyer with $0 approval in Supplier Management places an order for $350. This order will go into a shared folder for approval. If Supplier Management has three approvers at the $0-$500 level, any of the three approvers will have access to the folder and will be able to approve the order. It will only require the approval of one of the three approvers.

- All orders over $5000 will go to Purchasing Services after department approval.

- Every department must have at least one person as their designee to serve as their OK to Pay approver.