

# PantherExpress

## Department Approver Form

### Approvals:

Buyers in PantherExpress 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 PantherExpress 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/department reconciler 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/department reconciler 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/department reconciler 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.

### 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 Strategic Sourcing 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.

- 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 Strategic Sourcing places an order for \$350. This order will go into a shared folder for approval. If Strategic Sourcing 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.
- Appropriate Supervisor and RC signature is required for this form.

When this form is completed, please email the form to [pantherbuy@cfo.pitt.edu](mailto:pantherbuy@cfo.pitt.edu). If you have any questions regarding this form, please contact customer service [HERE](#) or check our website, found at <http://cfo.pitt.edu/pexpress/pbuytraining.php>.



# Department Approval Form

Please choose one:

New Department in the PantherExpress System

Update Existing Department

Department Name: \_\_\_\_\_

Five-digit Department Code(s): \_\_\_\_\_

**YOU MUST LIST AT LEAST ONE PERSON AT EACH OF THE FOLLOWING LEVELS:**

**Account assigner(s) for Orders:** *An account assigner will be the person(s) who assigns an account number to an order submitted by a shopper.*

_____	<i>Add</i>	<i>Remove</i>	_____	<i>Add</i>	<i>Remove</i>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

**Approver(s) for orders between \$0 - \$500:** *An approver at this level can only approve orders between \$0 up to and including \$500.*

_____	<i>Add</i>	<i>Remove</i>	_____	<i>Add</i>	<i>Remove</i>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

**Approver(s) for orders between \$500.01 - \$5000:** *An approver at this level can only approve orders between \$500.01 up to and including \$5000.*

_____	<i>Add</i>	<i>Remove</i>	_____	<i>Add</i>	<i>Remove</i>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

**Approver(s) for orders between \$5000.01 and above:** *An approver at this level can only approve orders between \$5000.01 and above.*

_____	<i>Add</i>	<i>Remove</i>	_____	<i>Add</i>	<i>Remove</i>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

**Attach a separate sheet for additional approvers if necessary.**

Supervisor's Printed Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized RC's Printed Name: \_\_\_\_\_

Authorized RC's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_