

How does workflow work in Purchasing?

Workflow is an automatic approval routing system in the Integrated System. There are 13 approval groups in the Purchasing module:

- Approver 1** - approval through (including) \$1.00
- Approver 500** – approval through (including) \$500.00
- Approver 1K** - approval through (including) \$1000
- Approver 1.5K** – approval through (including) \$1500.00
- Approver 2K** - approval through (including) \$2000.00
- Approver 2.5K** – approval through (including) \$2500.00
- Approver 3K** - approval through (including) \$3000.00
- Approver 3.5K** - approval through (including) \$3500.00
- Approver 4K** - approval through (including) \$4000.00
- Approver 4.5K** - approval through (including) \$4500.00
- Approver 2** - approval through (including) \$4999.99
- Approver 5K** - approval through (including) \$5000.00
- Approver 3** – unlimited approval authority

Each user assigned the UVA PO Shopper, UVA PO Purchaser or UVA PO Requester responsibilities is assigned to an approval group for requisitions and POs. Requisitions that total more than the dollar limit in the approval group to which the user is assigned will be routed to the user's approver based on the purchasing approval hierarchy.