**Roles and Responsibilities of Agresso Users**

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| **Title** | **Responsibilities** |
| Requisitioner | * Confirm budget holder has approved the expenditure in advance of raising the requisition * Requisitions are raised in line with the Procurement Policy and Financial Regulations * The requisition must include a reference number, such as, PURCHXXXX, PPEXXXX, or Partner or 3 quote process referenced in the description of the requisition or insert this information in the product text box if the requisition raised is against an E-Procurement Supplier * Requisitioners are responsible for ensuring that all required documentation is attached to the requisition i.e., Signed Capex/investment approval form * You MUST NOT raise a requisition upon receipt of an invoice – the invoice should be returned to the supplier until such times a valid requisition is raised, and the Purchase Order can be provided to the supplier |
| Purchasing Officer | * Validate that the requisition raised is in line with the Procurement Policy and Financial Regulations * The requisition is raised against the correct Supplier ID, sub project code and account code * Ensure that the correct VAT code is applied * Ensure the quotation and requisition details match * Ensure that the requisitioner has attached all required documentation is attached to the requisition i.e., Signed Capex/investment approval form * ***On approving the requisition, you are validating all information relating to the University requested spend is correct.*** |
| Category Manager / Head of Procurement | * Validate expenditure is aligned with Procurement regulations and there is a signed Agreement in place * Ensure the requisition includes a reference number, such as, PURCHXXXX, PPEXXXX, or Partner referenced in the description of the requisition * Insert the PURCHXXXX, PPEXXXX reference number or Partner in the comments section prior to approving |
| Sub-Project / Budget Holder  *(Within Estates the project approver has £25k authority and the Sub-project budget holder has the same authority as the Head of Subject up to £50k)* | * Confirm that they have the necessary budget available for the requested requisition * Confirm that the correct sub project code is allocated |
| Head of Subject / Head of School | * Ensure expenditure has been approved |
| Head of Finance | * Ensure expenditure has been approved |
| Head of College / COO | * Ensure expenditure has been approved |
| Director of Finance | * Ensure expenditure has been approved |