

# BUYING (ARIBA Catalog, Non-Catalog, & Blanket Purchase Orders)

Roles	Assigned in ASTRA by	Required	Action	Notes
Requester	ARIBA	Yes	A user requesting the order that is entered in the "On Behalf Of" field	For ARIBA BPO (Blanket PO) the person specified as the Contact is the Requester.
Approver	Department	Yes	Person who reviews the transaction and approves it for processing.	Their authority is defined or limited by Budget or Organization (Org) Code and dollar limit. The various dollar amount levels available are: <ul style="list-style-type: none"> <li>• \$250</li> <li>• \$500</li> <li>• \$1,000</li> <li>• \$2,000</li> <li>• \$3,000</li> <li>• \$3,000+</li> </ul>
SubApprover	Department	Yes	Person who reviews a Subaward transaction and approves it for processing.	Their authority is defined or limited by Budget or Organization (Org) Code.
Commodity (Ethanol Alcohol) Approver	Department	Yes	Has the authority to buy ethanol alcohol for the assigned budget/org code	
Receipt Approver	Department	Yes	Required to receive (as a second layer of approval) if the preparer receives the order	
Central Receiver	Department	No	Receives on behalf of the department for the assigned org code	
Compliance Approver	Department	No	Approves task before it passes to the Approver for review	If this role is part of the approval graph, they will need to approve, even if there is a Pre-Approved Preparer
Watcher	Department	No	No action needed, has visibility to all orders under the assigned budget or org code	
Funding Approver 1	Department	No	Departments can pick the dollar level and budget/org they want for this role	The various dollar amount levels available are: <ul style="list-style-type: none"> <li>• \$2,000 - \$3,000</li> <li>• \$3,001 - \$5,000</li> </ul>

				<ul style="list-style-type: none"> <li>• \$5,001 - \$10,000</li> <li>• \$10,001 - \$25,000</li> <li>• \$25,001 - \$50,000</li> <li>• \$50,001</li> </ul>
Funding Approver 2	Department	No	Departments can pick the dollar level and budget/org they want for this role	<p>The various dollar amount levels available are:</p> <ul style="list-style-type: none"> <li>• \$2,000 - \$3,000</li> <li>• \$3,000 - \$5,000</li> <li>• \$5,001 - \$10,000</li> <li>• \$10,001 - \$25,000</li> <li>• \$25,001 - \$50,000</li> <li>• \$50,001+</li> </ul>