

Central Office Roles

Roles	ARIBA Function	Action	Contact Email
EIO Approver	Buying	To allow Equipment Inventory Office review any orders for equipment	eio@uw.edu
DIS Approver	Buying	To review any orders for IT Purchases	help@uw.edu
PS Sub Buyer	Buying	Procurement Purchasing Subaward Review	pcshelp@uw.edu
Advance Approval	Buying	Global Services will review Advancement requests	fieldadv@uw.edu
CPO Approval	Buying	UW Facilities review of any order with budget starting with 40-XXXX	206-685-1900
RSApproval	Buying	Review orders that have radioactive orders	ehsdept@uw.edu
Goods Approval	Buying	Buying review for Goods or Purchased Services purchase orders	pcshelp@uw.edu
Goods and Service Approval	Buying	Buying review of Services purchase orders	pcshelp@uw.edu
Services Approval	Buying	Buying review of Services purchase orders	pcshelp@uw.edu
IT Goods&Services Approval	Buying	Buying review of IT Goods and Services purchase orders	pcshelp@uw.edu
Manual BPO	Buying	Buyer submits manual BPO to the supplier	pcshelp@uw.edu
Custom Animal Antibodies	Buying	Review orders that have custom animal antibodies	ehsdept@uw.edu
BSC Cabinet Approval	Buying	Review biological safety cabinet orders	ehsdept@uw.edu
Fume Hood Approval	Buying	Review fume hood orders	ehsdept@uw.edu
Receiving Admin	Receiving	Review all receipts that do not have a Receipt Approver or Central Receiver	pcshelp@uw.edu
Non-PO Invoice Admin	Paying	To review any Non-PO's over the direct buy limit or any Non-PO's without a Funding Approver assigned	pcshelp@uw.edu
Invoice Manager	Paying	To review any invoices for tax issues or budget issues	pcshelp@uw.edu

P2I Admin	Paying	To review any P2I with no Funding Approver set up	pcshep@uw.edu
TIN Matching	Paying	To review the name and tax ID of all individuals being paid through P2I	eprocure@uw.edu
Reimbursement Approver	Paying	To review all eReimbursements over \$3500.00 or where the reimbursement is being paid to a non-UW individual	eprocure@uw.edu
Reimbursement Reviewer	Paying	To review all eReimbursements with no Funding Approver set up	pcshelp@uw.edu
HelpDesk	All	Will show if there is no department member assigned to a required role	pcshelp@uw.edu
Travel Office	Paying	Applied to high risk transactions	travel@uw.edu