

PAYING (Non-PO Invoice, P2I, eReimbursement, eTravel)

Roles	Assigned in ASTRA by	Required	Action	Notes
Non-PO Invoice Preparer	Central Office	Yes	Prepares (enters information into system) and Submits	Visible after passing assessment
Compliance Approver	Department	No	Approves task before it passes to the Funding Approver for review	
Funding Approver	Department	Yes	Person who reviews the transaction and approves it for processing	
Watcher	Department	No	No action needed, has visibility to all orders under the assigned budget or org code	Does not apply to P2I