

**Scenarios
and worksheets
for the new ShopUW+
purchasing methodology**

The ShopUW+ launch is fast approaching. It is an exciting time to re-think your current business practices. The following pages will provide you with purchasing scenarios. Pages 4– 6 illustrate some possible work-flows in the Finance and Administration unit. Pages 8 and 9 have some scenarios in the colleges. Hopefully, these will provide you an overview you can use as a guide to complete the last pages for your department/unit.

Finance and Administration:

Mail Services

No Approver 1 in requesting unit

Cashier's Office

Business Services

Safety & Risk Management

No Approver 2 in workflow

Human Resources

No Approver 1 in workflow

VC for Finance and Admin



Joe R
Mail Services
Requestor



Ann I
Business Services
Approver 1
Approver 2



Scott M
VC Finance & Ops
Approver 1
Approver 2
Approver 3



Monica L
Business Services
Purchasing

Joe Requests a
\$27,000 Mail
sorter



Ann approves as
Approver 1 (\$0 to \$5,000) and as
Approver 2 (\$5,001 to \$25,000)



Scott approves
as Approver 3
(over \$25,000)



Monica approves
for Purchasing



Diann S
Cashier's Office
Requestor



Shawn M
Bursar
Approver 1



Ann I
Business Services
Approver 1
Approver 2



Scott M
VC Finance & Ops
Approver 1
Approver 2
Approver 3



Monica L
Business Services
Purchasing

Diann requests a
\$30,000 Walk in Safe



Shawn approves
as Approver 1
(\$0 to \$5,000)



Ann approves as
Approver 2
(\$5,001 to \$25,000)



Scott approves
as Approver 3
(over \$25,000)



Monica approves
for Purchasing



Renee K
Business Services
Requestor



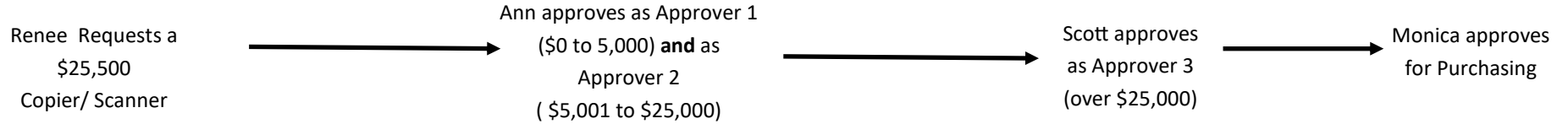
Ann I
Business Services
Approver 1
Approver 2



Scott M
VC Finance & Ops
Approver 1
Approver 2
Approver 3



Monica L
Business Services
Purchasing



Alysse
Safety & Risk
Requestor: BU



Bob G
Safety & Risk
Approver 1



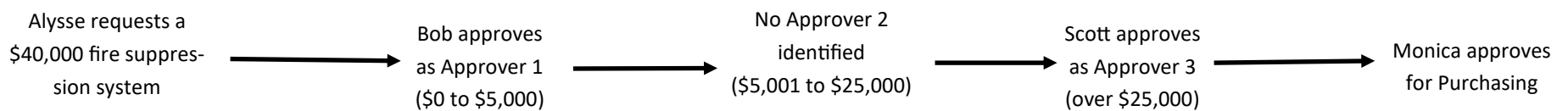
Approver 1
Approver 2



Scott M
VC Finance & Ops
Approver 1
Approver 2
Approver 3



Monica L
Business Services
Purchasing





Trina P
Human Resources
Requestor



Unassigned
Approver 1



Sheronda G
Human Resources
Approver 1
Approver 2



Scott M
VC Finance & Admin
Approver 1
Approver 2
Approver 3



Monica L
Business Services
Purchasing

Trina requests a \$43,000 Diversity and Inclusion speaker and event



No Approver 1 identified (\$0 to \$5,000)



Sheronda approves as Approver 2 (\$5,001 to 25,000)



Scott approves as Approver 3 (over \$25,000)



Monica approves for Purchasing



Amanda W
Administration
Requestor



Scott M
VC Finance & Admin
Approver 1
Approver 2
Approver 3



Monica L
Business Services
Purchasing

Amanda requests \$31,000 for new conference table



Scott approves as Approver 1, 2 & 3 (\$0 to over \$25,000)



Monica approves for Purchasing

Catalog Purchase under \$100
Catalog Purchase over \$100
Catalog Purchase over \$25,000
Non – Catalog Purchase
Additional Ad Hoc approver



Any employee in CAH
Shopper



Joe L
CAH
Requestor



Appropriate Department Chair
CAH
Approver 1

Shopper requests a set of pens and a new calendar from a ShopUW+ catalog (<\$75)



Joe approves as Requestor (catalog purchase under \$100)

Monthly audit report of all Catalog purchases under \$100



Any employee in CAH
Shopper



Joe L
CAH
Requestor



Appropriate Department Chair
CAH
Approver 1

Shopper requests a set of pens, a 2T external hard drive, and a new calendar from a ShopUW+ catalog (>\$100)



Joe approves as Requestor (>\$100)



Appropriate Department Chair approves as Approver 1 (\$0 to \$5,000)



Chemistry Lab Manager
Shopper



Katy A
CNHS
Requestor



Appropriate Department Chair
CNHS
Approver 1



Dean Otu
CNHS
Approver 1
Approver 2



Monica L
Business Services
Purchasing

Lab Manager requests \$5,250 of Chemicals (from Catalog Vendor (or not: same process))



Katy approves as Requestor



Dept chair approves as Approver 1 (\$0 to \$5,000)



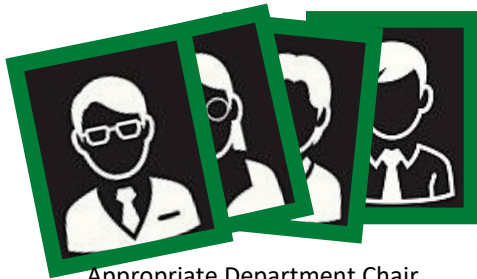
Dean Otu approves as Approver 2 (\$5,000 to \$25,000)



Monica approves for Purchasing



Laura M
CBEC
Requestor



Appropriate Department Chair
CBEC
Approver 1



Assoc Dean
Gee
CBEC
Approver 1
Approver 2



Dean Baldwin
CBEC
Approver 1
Approver 2



Rob Ducoffe
Provost
Approver 1
Approver 2
Approver 3



Monica L
Business Services
Purchasing

Laura requests \$27,000 for books for professional development



The appropriate Dept Chair approves as Approver 1 (\$0 to \$5,000)



Michelle approves as Approver 2 (\$5,001 to \$25,000)



Dean approves as a **manually routed Ad Hoc approver** based on business practice



Rob approves as Approver 3 (over \$25,000)



Monica approves for Purchasing

Your Worksheet

Over these pages, you have seen a number of purchasing scenarios. The next pages are designed to assist you in managing your workflow, identifying your Requestors, Approvers 1, 2 and 3, and give you some ideas on how your department's new workflow may work.

On the next page, you will see a workflow with an approver at each level. The bottom of the page illustrates how it might look in your department.

On page 13, you may outline and identify your specific staff in their respective roles. This will ensure you have identified the right people in the right role. Complete the SharePoint lists of Requestors, Approvers 1, and Approvers 2. Note that if you identify any Ad Hoc approvers they must be on the Approver list for Approver 1 or 2. You can use the grid on this page as you working on your list.

Approver 3 for all purchases over \$25,000 will be: **Scott Menke, Rob Ducoffe, Tammy McGuckin, Sheronda Glass, Gary Wood, and Ann Iverson**. As you are completing your worksheet, please add your Approver 3 from this list.

Some key points to keep in mind:

Remember that EVERYONE is a shopper.

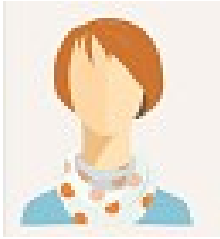
A Shopper can not push a catalog request on the same transaction.

(You can't be a Shopper and Requestor on the same transaction)

A Requestor cannot be the Approver 1 on the same transaction.

As you work on these, please note that Business Services must have the list of your Requestors and Approvers by March 1.

Finally, pages 14 and 15 are provided if you would like to use illustrations for your team.



Diann S
Cashier's Office
Requestor



Shawn M
Bursar
Approver 1



Ann I
Business Services
Approver 1
Approver 2



Scott M
VC Finance & Ops
Approver 1
Approver 2
Approver 3



Monica L
Business Services
Purchasing

Per Shawn's
direction, Diann
requests a
\$30,000 Walk in
Safe



Shawn approves
as Approver 1
(\$0 to \$5,000)



Ann approves as
Approver 2
(\$5,001 to \$25,000)



Scott approves
as Approver 3
(over \$25,000)



Monica approves
for Purchasing



Requestor



Department Chair/
Expense Manager?
Approver 1



Dean, Director?
Approver 1
Approver 2



Your VC
Approver 1
Approver 2
Approver 3



Monica L
Business Services
Purchasing

Requestor will submit
all purchase requests



approves as Approver 1
(\$0 to \$5,000)



approves as
Approver 2
(\$5,001 to \$25,000)



VC approves as
Approver 3
(over \$25,000)



Monica approves
for Purchasing

*Your business practice may have Ad Hoc approvals based on any category you wish
These must be MANUALLY PUSHED to the appropriate approver*

Department

You may use this template to assist in planning your ShopUW+ workflow and backups.

Requestors may be from any department but *must* be on the Requestor list. We recommend discussing cross functional requesting if needed due to staffing. This is particularly important for backup requestors.

Note: Approvers such as appropriate department chair on Pages 8– 12 must be added as approvers to the Department code.

Note: You may add Ad Hoc Approvers as additional checks per your *business practice*. See the CBEC example on Page 9.

Name	Department/ Unit

Requestor

Name	Department/ Unit

Approver 1

Name

**Approver 1
Approver 2**

Name

**Approver 1
Approver 2
Approver 3**



Monica L
Business Services
Purchasing

Approve Catalog Purchases up to \$100
Needs to know Funding Strings

Approve all Catalog requests from \$101—\$5,000
Approve all Non-catalog requests from \$0—\$5,000

Approve all over \$5,001 to \$25,000 Purchase requests

Approve all Over \$25,000 purchase requests

Monica approves for Purchasing



Diann S
Cashier's Office
Requestor



Shawn M
Bursar
Approver 1



Ann I
Business Services
Approver 1
Approver 2



Scott M
VC Finance & Ops
Approver 1
Approver 2
Approver 3



Monica L
Business Services
Purchasing

Per Shawn's
direction, Diann
requests a
\$30,000 Walk in
Safe



Shawn approves
as Approver 1
(\$0 to \$ 5,000)



Ann approves as
Approver 2
(\$5,001 to \$25,000)



Scott approves
as Approver 3
(over \$25,000)



Monica approves
for Purchasing



Monica L
Business Services
Purchasing

Requestor

Department Chair/
Expense Manager
Approver 1

Dean, Director
Approver 1
Approver 2

Your VC
Approver 1
Approver 2
Approver 3

Requestor will submit
all purchase requests



approves as Approver 1
(\$0 to \$5,000)



approves as Approver
2
(\$5,001 to \$25,000)



VC approves as
Approver 3
(over \$25,000)



Monica approves
for Purchasing

*Your business practice may have Ad Hoc approvals based on any category you wish
These must be MANUALLY PUSHED to the appropriate approver*

