Charity number SC004401

Roles and Responsibilities of Agresso Users

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