

Procurement Models

There will now be 2 options of procurement approver models your department can choose from. If you are a large department you may choose to have a combination of both models depending on specific needs.

OPTION 1:

Current Approval Model:

- Tier 1 completes the form it is routed to Tier 2.
- Tier 2 completes the financial verification in M-Reports.
- Tier 2 procures the goods/service.
- Tier 2 approves the form.
- Tier 1 receives the goods/service.

OPTION 2: The 2 models below are examples of how option 2 may be beneficial to your department.

Financial Approval Model: (Approver must have mToken)

- Tier 1 completes the form.
- The form is routed to new “Financial Approver”
- New “Financial Approver” completes the financial verification in M-Reports
- New “Financial Approver” approves form
- The form is routed to Tier 2 “Orderer”
- Tier 2 “Orderer” procures the goods/service
- Tier 2 “Orderer” approves the form
- Tier 1 receives the goods/service.

Faculty Financial Approval Model: (Approver must have mToken)

- Tier 1 completes the form.
- The form is routed to “Faculty Financial Approver”
- “Faculty Financial Approver” reviews, approves
- The form is routed to Tier 2
- Tier 2 completes the financial verification in M-Reports.
- Tier 2 “Orderer” procures the goods/service
- Tier 2 “Orderer” approves the form
- Tier 1 receives the goods/service.