

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**PROCUREMENT AND SUPPLY MANAGEMENT**

**PROCUREMENT**

**iPROCUREMENT REQUISITION APPROVERS**

Effective Date: 03/06/2009

1. Purpose
2. Policy
3. Responsibilities
4. Effective Date
5. History

**1. PURPOSE**

To outline approval requirements for iProcurement requisitions.

**2. POLICY**

There must be a minimum of two approvers for all iProcurement requisitions with the last approver always being a Budget Officer. Exceptions to this policy will be addressed on a case-by-case basis. A request for an exception must be approved by the Director of OFM.

In an instance in which a requisition has been entered into the UFMS workflow requiring immediate approval and an approver is not available, a memo must be sent from the Center Executive or Budget Officer to the iProcurement Module Lead, OFM, requesting immediate approval. With such a memo, the iProcurement Module Lead is authorized to approve the requisition in iProcurement.

**3. RESPONSIBILITIES**

- A. Budget Officer – The Budget Officer is responsible for reviewing all details of a requisition, making any necessary changes and approving the requisition in iProcurement
- B. Director, OFM – The Director of OFM is responsible for reviewing and approving exceptions to this policy

#### 4. EFFECTIVE DATE

This policy is effective as of March 6, 2009 signed by William Collinson, Director, OFM.

#### 5. Document History -- SMG 2610.17, iProcurement Requisition Approvers

<b>STATUS (I, R, C)</b>	<b>DATE APPROVED</b>	<b>LOCATION OF CHANGE HISTORY</b>	<b>CONTACT</b>	<b>APPROVING OFFICIAL</b>
Initial	03/06/2009	N/a	OC/OO/ OM/OFM	William Collinson, Director, OFM