

APPROVAL PATHS

Each specified approver will be emailed when it is their turn to approve the document.

* INDICATES A REQUIRED FIELD

*Action Requested (X):			
Add an Approval Path	Edit an existing Approval Path	Inactivate an Approval Path	
*Date:			
*Agency Name:		Department:	Location:
*Requestor's Printed Name:		*Requestor's Telephone:	
*Requestor's E-mail:		*Requestor's EIN:	
If editing a path, please supply path name:			
If inactivating an approval path, please list the approval path(s) that need to be inactivated:			
See below for Change Orders *Will this approval path apply only to specific Divisions, Section or Units within the agency?	Yes	If Yes, list:	
	No		
Indicate which dollar amount on the submitted documents will trigger this approval path (X):	Over \$5K	All \$ amounts	Other:
List any account segments that will trigger this approval path:			
List any 3- or 5-digit commodity codes that will trigger this approval path:			
*Approval Path Description: (i.e. Budgeting, IT, Procurement, or Legal Approval)			
*Approval Path Type: (i.e. Department, IT, or Budget Approval)			
*Indicate which documents require this approval path (check all that apply):	Requisitions	Bids	Purchase Orders
	Change Orders	Receiving	Invoices
*List the names of Approvers and their sequence of approving ProcureAZ documents. (Note: Approvers listed must have login access and approval rights to ProcureAZ. If not, please submit the "ProcureAZ User Setup Form" to add them.)			
1 st Approver			
2 nd Approver			
3 rd Approver			
CHANGE ORDERS			
If this approval path applies to change orders, what type and amount of change will trigger this path?	Increase in amount of: \$ _____		All changes
	Increase of: _____%		
AGENCY SIGNATURE AUTHORIZATION SECTION			
Authorized Approver's Printed Name:			
Authorized Approver's Title:			
Authorized Approver's Phone :			
Authorized Approver's Email:			
Authorized Approver's Signature:		Date:	

EXPLANATION	
*APPROVAL PATH TYPE	Approval Path types determine the priority of the path if multiple approval paths are triggered by a single requisition or release. You must have at least one Approval Path type.
*DOLLAR RANGE	The dollar range of submitted documents that will trigger this approval path. Type "All" for all dollar ranges.
*DOCUMENT TYPES	Will this approval path apply to on-contract requisitions, off-contract requisitions and/or changes orders?
*APPROVERS	List the users that will be asked to approve and indicate what order they will be asked to approve. NOTE: Users listed must have login access with approval rights to ProcureAZ. If not, please submit the "Add a User" template to add them.
CHANGE ORDER RULES	If this approval path will apply to change orders, what type and amount of change will trigger this path - all changes, dollar total increase of a certain amount, or dollar percentage increase of a certain amount?
LOCATION RULES	Will this approval path apply to only specific Divisions, Sections or Units within the Agency (or division/dept-wide)? If so, list them here.
COMMODITY CODE RULES	Will this approval path apply to only specific commodities (e.g. IT equipment)? If so, list the 3 or 5-digit commodity codes here.