

# APPROVAL PATHS

**Each specified approver will be emailed when it is their turn to approve the document.  
\* INDICATES A REQUIRED FIELD**

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*Date:			
*Agency Name:		Department:	Location:
*Requestor's Printed Name:		*Requestor's Telephone:	
*Requestor's E-mail:		*Requestor's EIN:	

<b>*Action Requested (X):</b>	<b>Add an Approval Path</b>	<b>Edit an existing Approval Path</b>	<b>Inactivate an Approval Path</b>
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If editing a path, please supply path name:			
If inactivating an approval path, please list the approval path(s) that need to be inactivated:			
* <b>See below for Change Orders*</b> *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
			All documents

\*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 <sup>st</sup> Approver	
2 <sup>nd</sup> Approver	
3 <sup>rd</sup> Approver	

<b>CHANGE ORDERS</b>
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<b>If this approval path applies to change orders, what type and amount of change will trigger this path?</b>	Increase in amount of: \$ _____	
	Increase of: _____%	All changes

<b>AGENCY SIGNATURE AUTHORIZATION SECTION</b>
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Authorized Approver's Printed Name:	
Authorized Approver's Title:	
Authorized Approver's Phone :	
Authorized Approver's Email:	
Authorized Approver's Signature:	Date:

<b>EXPLANATION</b>	
<b>*APPROVAL PATH TYPE</b>	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.
<b>*DOLLAR RANGE</b>	The dollar range of submitted documents that will trigger this approval path. Type "All" for all dollar ranges.
<b>*DOCUMENT TYPES</b>	Will this approval path apply to on-contract requisitions, off-contract requisitions and/or changes orders?
<b>*APPROVERS</b>	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.
<b>CHANGE ORDER RULES</b>	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?
<b>LOCATION RULES</b>	Will this approval path apply to only specific Divisions, Sections or Units within the Agency (or division/dept-wide)? If so, list them here.
<b>COMMODITY CODE RULES</b>	Will this approval path apply to only specific commodities (e.g. IT equipment)? If so, list the 3 or 5-digit commodity codes here.