

ISU Purchasing Department [PURCH]

From: ISU Purchasing Department [PURCH]
Sent: Tuesday, March 04, 2014 2:16 PM
Cc: Harms, Cory L [PURCH]; Campbell, Tisha [PURCH]; Russell, Shari J [PURCH]
Subject: Changes to roles in the requisitioning system

The following changes will be made to the requisitioning system effective March 5.

- The link on your AccessPlus uBusiness menu will be changed from **Web Req – VRFYR** to **Requisitioning**.
- The two roles for departmental users (Requisitioner and Verifier) will be combined into one role called **Requisitioner**. All current system users will be assigned to this role. *Please note that currently, your department does not have any users identified as requisitioners, only verifiers.*
- Users who currently have the **Verifier** role will have the same functions with their new **Requisitioner** role.

This change is being made to create efficiencies in support and to make it easier to update systems in the future. Any questions regarding this change may be directed to clharms@iastate.edu or 4-2591.

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