
From: Procurement Services [PURCH]

Sent: Friday, October 21, 2016 2:11 PM

Subject: Change to procurement approvals in the E-Forms Approval system

A change in how approvers for the requisitioning, p-card, and cyBUY systems are established in the E-Forms Approval system will go into effect on Monday, October 24.

Instead of the paper forms that have been used to identify approvers for these systems (the department agreement for p-card/cyBUY and system maintenance request for requisitioning), these roles will be updated automatically using the fiscal officers and account delegates established by your department in the Quali Financial System (KFS). The process for approving requisitions, p-card transactions, and cyBUY payments will not change. Approvers will still access forms to be approved in the E-Forms Approval system.

Questions about this change may be addressed to procurement systems administrator Lesley Lackore at llackore@iastate.edu or 294-4589. For assistance in establishing fiscal officers or account delegates for your accounts, please contact Alicia Duncan in financial accounting & reporting, aduncan@iastate.edu or 294-4108.