

Oracle Applications Requisition Approval Workflow Roles

Complete this form to indicate Supply Chain Workflow Approval for Purchase Requisitions:

(For detailed instructions please click [here](#).)

Requestor's Name: _____ **Phone Number:** _____

Department Contact: _____ **Phone Number:** _____

Department (Organization) Name: _____

Department (Organization) Alias: _____

Fill in the names for the appropriate approvers at each level (approvers must be Oracle Users):

Requisition Entry Only – No approval authority: 1. _____ 2. _____ 3. _____ 4. _____	Up to \$1,000: 1. _____ 2. _____ 3. _____ 4. _____
Up to \$5,000: 1. _____ 2. _____ 3. _____ 4. _____	Up to \$25,000: 1. _____ 2. _____ 3. _____ 4. _____
Up to \$100,000: 1. _____ 2. _____ 3. _____ 4. _____	Up to \$1 million: 1. _____ 2. _____ 3. _____ 4. _____
Up to \$5 million: 1. _____ 2. _____ 3. _____	

Requestor's Signature: _____ **Date:** _____

Approval Signature : _____ **Date:** _____

Vice President or Designee

Instructions for Completing the Oracle Applications Approval Workflow Roles Form

The Oracle Applications Approval Workflow Roles Form is used to determine the flow of approval for all Supply Chain Requisitions. All users that require access to the Oracle Supply Chain responsibility must complete this form.

Submit the completed form via email to: sysuid@gwu.edu