## USER ROLES IN BUSINESS WORLD

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
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<tr>
<td><strong>REQUISITIONER</strong></td>
<td>These are nominated members of staff who instigate a request for goods or services. For all Purchase Orders sent to suppliers, it is necessary to record delivery and returns of goods or services via a ‘Goods Receipt’ or ‘Goods Return’. When an invoice is allocated against a Purchase Order, if the goods or services are not receipted the invoice will not be paid.</td>
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| **CHECKER** | The ‘Checker’ is a knowledgeable member of staff who is informed on the activity that is being performed within their area of responsibility.  
- This role was introduced to support Approvers with expenditure decisions. The Checker will review the detail of the requirement and either support or reject the request. There is NO delegated budgetary responsibility.  
- Checker role is used in a number of areas in Business World  
  - Activates when requisitions are over £25k  
  - Receive invoice tasks to check invoices with discrepancies e.g. invoices with extra lines, over stipulated tolerance thresholds, invoice received has no PO to match against  
- Note if the Checker and the Approver are the same individual then the task will only have to be actioned once.  
- The Checker role is optional. |
| **APPROVER** | Staff with delegated responsibility for College budgets.  
- Nominated approvers at cost centre level.  
- Approvers are nominated at various thresholds, £2k, £5k, £10k, £25k, >£25k and with secondary approval over £50k.  
- Responsibility for reviewing, returning, approving, or rejecting.  
- Note – approval means budgetary approval. |
- Approves requisition expenditure, procurement card expenditure and Non-PO payments.

| NEW SUPPLIER ROLE | This role will allow the role holder to request New Suppliers and query the supplier listing.  
| | • All staff within the Procure-to-Pay (P2P) workflow are allocated this role. |

| PROCUREMENT CARD HOLDER | A delegated staff member with responsibility for managing expenditure via a Birkbeck College procurement card.  
| | • Will receive a monthly tasks to code procurement card expenditure and attach valid receipts.  
| | • Has two weeks from receipt of task to code expenditure. |

| PROCUREMENT CARD CHECKER | Optional role, similar to Checker role above. The ‘Procurement Card Checker’ is a nominated staff member who is tasked with reviewing or supporting the cardholder to code and attach expenditure receipts prior to budgetary approval. |

| NON-INVOICED PAYMENTS | This role will allow the role holder to raise a payment request for non-invoiced payment requests for example one off payment requests, student refunds and reimbursement of non-staff expenses.  
| | • The request will go for budgetary approval.  
| | • Suggest nominations for this role are limited to start with. |

| EXPENSE APPROVER | For each expense claim referred to them, the Approver is required to confirm its reasonableness and purpose, in other words that the claim is a reasonable expense incurred on College business. |