UShop roles are assigned by each department.
While each UShop role has a defined list of functions, your department determines how these roles are to be allocated among your personnel. Think about the functions done by various people in your department now and how those tasks might translate in to UShop roles.

There are three user roles in UShop: Shopper, Requisitioner, and Approver.

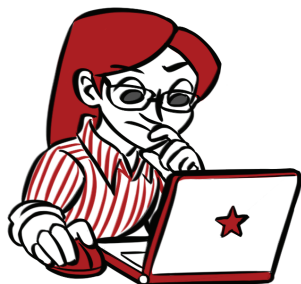**Shopper**   **Requisitioner**   **Approver**

Let's start by defining each role by it's functions.

1. Shopper:

• Shops by selecting goods and/or services.

• May add shipping and/or accounting information.

2. Requisitioner:

• May shop.

• Must enter or verify:
  - Accounting Distribution
  - Shipping Location
  - Billing Options
  - All information required for the purchase

• Submit requisition.

3. Approver:

- Determines if purchase is appropriate and allowable, per policy 3-010, and other university regulations.

- Approves transaction.

- Request for Approval sent to all with Grant Financial Authority (GFA) on activity or project used.

4. Internal Controls

- Departments can assign staff members to any of the UShop roles, but shouldn't allow one person to fulfill all UShop roles *plus* view the management report.

- Each department must establish and maintain an internal system of controls.

- While the roles of Shopper, Requisitioner, Approver, and Management Report Reviewer may be combined, there should be at least two people involved in each transaction.

Shopper → Approver → Requisitioner → Management Report Reviewer

Four Roles – At Least 2 Persons.
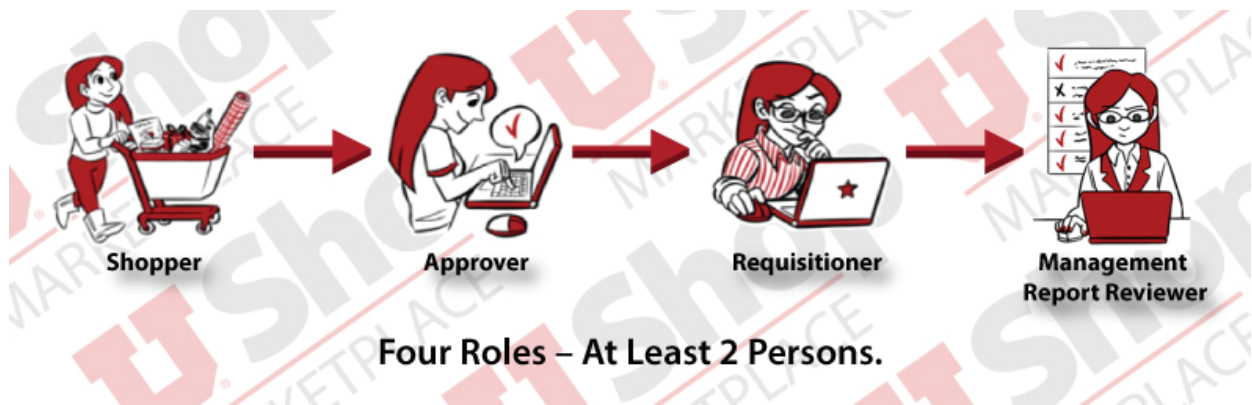
5. All UShop users can view all documents in the system.