

# Upgrading Oracle Procurement Purchasing Authority

(Upgrading to a purchasing authority of \$500, previously known as the Department Buyer - 500)

## Submit a Role Request

1. Go to Services and Support Portal's [Oracle & Concur Other Roles](#)
2. Login with your AD (Active Directory) account
3. Fill in the name of the person who needs the authority
4. Enter the appropriate Financial Unit:
  - **1000131 – Biological Sciences Research**
  - 1000133 – Biological Sciences Recharge Facility
  - 1000134 – Biological Sciences Dean's Office
5. Select **PO Requisitioner - \$500**

### Oracle & Concur Other Roles

Request for delegated purchasing authority and other roles


Submitted by:


\*Who is this request for?

\*Does the person need access granted or revoked?

When does the person need access?

\*Select the home Financial Unit authorizing this person's purchasing delegation.

\*Select the PO Requisitioner delegated purchasing amount 

 Add attachments

6. Upload an **attachment** (either Word Doc or PDF of email) of the PI's consent in giving this person an upgraded purchasing authority

## Resources for training

- [Services & Support](#). In the Find Answers section, you can view all of the Knowledge Base Articles (KBAs) across multiple departments. Most of them include step-by-step screenshots. If you have questions on something that's not listed, you can submit a [SNOW ticket](#). In this area too, you can ask questions to various offices throughout campus.
- [Buying Goods & Services Youtube Playlist](#). If you prefer video tutorials, here is a very recently updated list. Topics range from how to use request forms to creating change orders to checking requisition statuses.
- [Oracle Procurement FAQ Page](#).