What does it mean to be a requester?

Individuals placing orders in Oracle Procurement have the ability to designate someone other than themselves as the “requester” of a requisition. When you indicate someone as a requester, it’s important to let them know you have done so and to inform them of their responsibilities.

Requesters are responsible for approving invoices to indicate goods have been received undamaged and/or services have been rendered satisfactorily, separate from financial approval.

**RESPONSIBILITIES**

The requester will be...

- **01** Responsible for approving that the order has been fulfilled for invoices $10,000 or more
- **02** Responsible for approving that inventory equipment has been delivered for invoices $5,000 or more
- **03** The department point of contact on the order if the supplier or UC San Diego has any questions
- **04** The name on the shipping label

**NOTIFICATIONS**

Some notifications will be sent to the individual who entered the requisition (requisitioner), and others will be sent to the person indicated as the requester.

**WHEN TO REASSIGN**

- **Relinquishing a cart will change the requisitioner to the newly assigned individual.** The newly assigned individual will need to take additional action if the requisition has submission errors or is rejected. The rejection will route for approval according to the purchasing authority of the newly assigned individual.
- **Resigning a cart will change the requisitioner to the newly assigned individual.** The newly assigned individual will need to take additional action if the requisition has submission errors or is rejected. The rejection will route for approval according to the purchasing authority of the newly assigned individual.

**RELATED RESOURCES**

- Approvers, Requisitioners, and Requesters: Walk Me Through
- IPPS Training Decision Tree
- Install the Walk Me Extension

*Some punchout suppliers such as Amazon send order confirmations to the requisitioner instead of the requisitioners*