

Req & Pcard Approver Updates

Process & Procedure for Approval Queue Changes

This form is used to request changes to approval queues within ProConnect, including the addition, removal, or reordering of approvers. It ensures that all changes are properly authorized, documented, and validated through the appropriate departmental and executive channels before being implemented.

Step 1: Request Submission

The requesting department completes the *Approval Queue Change Request Form* and provides all required details as outlined below.

Approval Queue Change Requests

Requisition & PCard Approvers
For req & pcard changes

Step 2: Departmental Validation

Upon receipt of a completed form:

1. OC&P reviews the submission for completeness.
2. A notification through ProConnect's Discussion tool is sent to the Next-Level Departmental Approver identified in the form.
 - The notification summarizes the requested change(s).
 - It serves as a formal departmental validation notice.
 - If purchase is under \$100,000 → attach minimum of three quotes.

Step 3: Next-Level Departmental Approver Review and Response

- The Next-Level Departmental Approver has two (2) business days from the date of notification to review the request and respond *only* if there is an objection or additional clarification required.
- If no response is received within two (2) business days, Procurement Operations will proceed with the change as requested.

Step 4: Implementation

- Following the validation window, OC&P will:
 - Update the approval queue as specified in the form,
 - Record the change in the *Internal Use Only* section, and
 - Notify the requester of the changes through the ProConnect Discussion tool.

Key Improvements in the New Process

- Eliminates physical forms, manual email forwarding, and Banner entry.
- Centralizes communication and approvals in ProConnect.
- Ensures transparency and trackability.