GSA POLICY FOR WORKFLOW APPROVALS

Purchase Request forms require three approval types. One person can have the authority to apply one or more approval types. The types include the following:

1. Manager - An approval that indicates that the specified items may be requested (generally applied by the requester's manager).
2. Accounting Classification - An approval that indicates that the appropriate accounting template(s) was applied to the request.
3. Funds Authorization - An approval that indicates that the funding is available for the accounting strip specified on the request.

Pegasys routes Purchase Requests to users in the order listed above.

Purchase Orders that are equal to or less than $3,000 must be approved by an Authorized Buyer. Orders for more than $3,000 must be approved by a Contracting Officer.

Training Requests and **Training Orders** require four approval types. One person can have the authority to apply one or more approval types. The types include the following:

1. Manager
2. Account Classification
3. Funds Authorization
4. Training Coordinator - An approval that indicates the requested training is acceptable (generally applied by an individual who schedules and plans training within an office).

Pegasys routes Training Requests/Training Orders for approval in the order listed above.

All **Direct Payment forms** require a minimum of three approvals:
1. Direct Pay Approver
2. Accounting Classification
3. Funds Authorization

Pegasys routes Direct Payment forms for approval in the order listed above.

Pegasys Quick Reference Card

Note: Direct Payments that are greater than $3500 also require a Finance approval after these three approvals have been applied. In addition, users must route all forms greater than $3500 to be approved by Region 6 to the 6BCP Direct Pay routing list and forms to be approved by Region 7 to the 7BCP Direct Pay routing list.