

Pegasys Approval Types Descriptions

Approval Type Code	Name	Description
Prch - Manager	Purchasing - Manager	approves the need to purchase the good or service. Required on purchase requests.
Prch - Acct Classification	Purchasing - Accounting Classification	certifies the correct budget coding is used. Required on purchase requests
Prch - Funds Authorization	Purchasing - Funds Authorization	certifies there is enough money in the fund to make the purchase. Required on purchase requests.
Prch - Training Coordinator	Purchasing - Training Coordinator	approves a person should take the requested class. Required on training requests and training orders
Prch - Authorized Buyer	Purchasing - Authorized Buyer	makes purchases < \$2500. Required on purchase orders less than \$2500
Prch - Contracting Officer	Purchasing - Contracting Officer	makes purchases >= \$2500. Required on purchase orders greater than or equal to \$2500
Prch - Direct Pay Approver	Purchasing - Direct Pay Approver	approves direct pay invoices. Required on direct pay invoices <\$2500
Prch - Finance Approver FDP <u>(SEE NOTE 1 BELOW)</u>	Purchasing - Finance Approver Finance Direct Pay	approves finance direct pay invoices <= \$100,000
Prch - Finance Approver Senior <u>(SEE NOTE 1 BELOW)</u>	Purchasing - Finance Approver Senior	approves finance direct pay invoices > \$100,000
AP - Pay Auth Approver <u>(SEE NOTE 1 BELOW)</u>	Accounts Payable Payment Authorization Approver	approves finance documents
Prch – Credit Card	Purchasing – Credit Card	Approves the need to purchase goods or services using a credit card.

Note 1: These approval types will only be given to specific members of the 2 Regional Finance Centers