

Department-specific approvers

In addition to budget-specific approvers you can also require that purchase requests from specific departments would need a Department-specific approvers. You can see your budget-specific approvers on the list of departments:

ACTIVE ARCHIVED			
Add new department			
Department name	Employees	Department Approvers	
Construction department	IP Test PO Team Member	PO Finance	Archive
Finance department	PO Finance		Archive
Legal department	PO Approver		Archive

In the example above, a user called **PO Finance** will be added as approver to any purchase order created in Construction department.

The idea behind department-specific approvers is that very often you want that a purchase requests from a particular department would be reviewed not only by Budget owners, but also by a third-party who

can be a Legal reviewer, Security reviewer, Compliance reviewer or anything like that.

When a purchase request is created and sent for approval, the Raley PO will check if the department for which this PO was created has any Department Approvers. If so, all of them will be added to

the list of current purchase order approvers. If Department Approver was already there as a Budget approver, then it will not be added twice.

The rest of the logic is the same as with regular budget-approvals. The purchase request will be deemed approved if all approvers (budget and department) will give their YES vote. If one of the approvers reject the

purchase request then it will become immediately Rejected.