

**Role Descriptions**

Role Name in Prodagio	Definition
<b>Campus Roles:</b>	
<b>Requestor</b>	<p>A Requestor is a user in a unit or college, who initiates contracts and contract requests. A Requestor role is not required for every unit, if they have a Business Manager instead. A user in a Requestor role cannot also be in a Business Manager role. If a unit has only one individual who initiates and routes contracts and that individual is not a Business Manager, then they should be in the Requestor role. This role is Chart-Org specific (e.g. 1_100_requestor). It primarily governs access and permissions and may have multiple users assigned to it. An individual may be assigned to the Requestor role in multiple Chart-Orgs.</p>
<b>Business Manager</b>	<p>A Business Manager is a user in a unit or college, who typically oversees and reviews contracts and contract requests initiated by Requestors. They may also initiate some contracts and contract requests themselves, serve as a proxy for their direct supervisor, and/or cover for other staff in their unit when necessary. A Business Manager role is not required for every unit, if they have a Requestor instead. A user in a Business Manager role cannot also be in a Requestor role. If a unit has only one individual who initiates and routes contracts and that individual is a Business Manager, then they should be in the Business Manager role. This role is Chart-Org specific (e.g. 2_100_business_manager). An individual may be assigned to the Business Manager role in multiple Chart-Orgs.</p>
<b>Unit Head</b>	<p>A Unit Head is a department head or higher. Some units do not have department heads; some small colleges do not have departments. When there are only College-level offices for administration, the Associate Dean or Dean may be assigned to the unit head role. A user who is assigned to the Unit Head role may not be assigned to a Requestor or Business Manager role. A user in a Unit Head role may also be</p>

	<p>assigned to a Dean/Director role if they are the Unit Head equivalent in their department and have a title of Director, Executive Director, Dean, etc. This role is Chart-Org specific (e.g. 4_100_unit_head). For every Chart-Org with one or more Requestor(s) and/or Business Manager(s), there must be a user assigned to the Unit Head role. An individual may be assigned to the Unit Head role in multiple Chart-Orgs.</p>
<p><b>Dean/Director</b></p>	<p>A Dean/Director is the administrator who is authorized to approve contracts \$50,000 and above for their unit or college. A user who is assigned to the Dean/Director role may not be assigned to a Requestor or Business Manager role. A user in a Dean/Director role may also be assigned to a Unit Head role if they are the Unit Head equivalent in their department and have a title of Director, Executive Director, Dean, etc. A user in a Dean/Director role may not be assigned to a Chancellor/Vice Chancellor role. This role is Chart-Org specific (e.g. 1_100_dean_director). For every Chart-Org with one or more Requestor(s) and/or Business Manager(s), there must be a user assigned to the Dean/Director role. An individual may be assigned to the Dean/Director role in multiple Chart-Orgs.</p>
<p><b>Chancellor/Vice Chancellor</b></p>	<p>A Chancellor/Vice Chancellor is the administrator who is authorized to approve contracts \$150,000 and above for their campus. A user who is assigned to the Chancellor/Vice Chancellor role may not be assigned to a Requestor, Business Manager, or Dean/Director role. A user in a Chancellor/Vice Chancellor role may also be assigned to a Unit Head role if they are the Unit Head equivalent in their department and provide approval as to concept and business purpose for routine contracts processed within their department. This role is Chart specific (e.g. 2_chancellor_vice chancellor).</p>

<p><b>University Administration Roles:</b></p>	
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<p><b>Requestor</b></p>	<p>A Requestor is a user in a UA unit, who initiates contracts and contract requests. A Requestor role is not required for every unit, if they have a Business Manager instead. A user in a Requestor role cannot also be in a Business Manager role. If a unit has only one individual who initiates and routes contracts and that individual is not a Business Manager, then they should be in the Requestor role. This role is Chart-Org specific (e.g. 9_100_requestor). It primarily governs access and may have multiple users assigned to it. An individual may be assigned to the Requestor role in multiple Chart-Orgs.</p>
<p><b>Business Manager</b></p>	<p>A Business Manager is a user in a UA unit, who typically oversees and reviews contracts and contract requests initiated by Requestors. They may also initiate some contracts and contract requests themselves, serve as a proxy for their direct supervisor, and/or cover for other staff in their unit when necessary. A Business Manager role is not required for every unit, if they have a Requestor instead. A user in a Business Manager role cannot also be in a Requestor role. If a unit has only one individual who initiates and routes contracts and that individual is a Business Manager, then they should be in the Business Manager role. This role is Chart-Org specific (e.g. 9_100_business_manager). An individual may be assigned to the Business Manager role in multiple Chart-Orgs.</p>
<p><b>Director/Executive Director</b></p>	<p>A Director/Executive Director is the administrator who is authorized to approve contracts up to \$149,999 for their UA unit. A user who is assigned to the Director/Executive Director role may not be assigned to a Requestor or Business Manager role. A user in a Director/Executive Director role may also be assigned to an AVP role if they are the Director equivalent in their department and have a title of Assistant Vice President, Associate Vice President, etc. This role is Chart-Org specific (e.g. 9_100_director_executive_director). For every Chart-Org with one or more Requestor(s) and/or Business Manager(s), there must be a user assigned to the Director/Executive Director</p>

	<p>role. An individual may be assigned to the Director/Executive Director role in multiple Chart-Orgs. Checklist tasks are typically assigned to the role, rather than to the user by name.</p>
<p><b>AVP</b></p>	<p>An AVP is an Assistant Vice President in UA. These administrators are authorized to approve contracts \$150,000 and above for the UA units reporting to them. A user who is assigned to the AVP role may not be assigned to a Requestor or Business Manager role. A user in an AVP role may also be assigned to a Director/Executive Director role if they are the Director equivalent in their department and provide approval as to concept and business purpose for routine contracts processed within their department. This role is Chart-Org specific (i.e. 9_100_AVP). For every Chart-Org with one or more Requestor(s) and/or Business Manager(s), there must be a user assigned to the AVP role. An individual may be assigned to the AVP role in multiple Chart-Orgs. Checklist tasks are typically assigned to the role, rather than to the user by name.</p>

<p><b>OBFS Roles:</b></p>	
<p><b>All Campuses:</b></p>	
<p><b>Purchasing Reviewer</b></p>	<p>A Purchasing Reviewer is a supervisor in the Purchasing Division who receives contracts and contract requests submitted for Purchasing review and assigns the contracts to a specific Buyer. This role is chart specific (e.g. 1_purchasing_reviewer). It is assigned to only a few users in each campus Purchasing Division. Checklist tasks are assigned to the role, rather than to users by name.</p>
<p><b>Purchasing Buyer</b></p>	<p>A Purchasing Buyer is a staff member who handles the development, review, negotiation, and routing of procurement contracts and contract requests. This role is chart specific (e.g. 2_purchasing_buyer). It primarily governs access and has multiple users assigned to it for each campus. Purchasing Reviewers assign Checklist tasks to users in this role by name.</p>

<p><b>Purchasing Director</b></p>	<p>A Purchasing Director is an administrator in the Purchasing Division who is authorized to execute procurement contracts on behalf of the University Comptroller. This role is chart specific (e.g. 4_purchasing_director). It is typically assigned to only one or two authorized individuals on each campus. Checklist tasks are assigned to a user by name, rather than to the role.</p>
<p><b>UIC Only:</b></p>	
<p><b>OBDS Reviewer</b></p>	<p>An OBDS Reviewer is a user in the Office of Business Development Services who receives UIC revenue-generating contracts and contract requests submitted for review and assigns the contracts to a specific OBDS Coordinator. This role is chart specific (e.g. 2_obds_reviewer). It is assigned to only one or two users in OBDS. Checklist tasks are assigned to the role, rather than to users by name.</p>
<p><b>OBDS Coordinator</b></p>	<p>An OBDS Coordinator is a user in the Office of Business Development Services who handles the development, review, negotiation, and routing of UIC revenue-generating contracts and contract requests. This role is chart specific (e.g. 2_obds_coordinator). It primarily governs access and has multiple users assigned to it. OBDS Reviewers assign checklist tasks to users in this role by name.</p>
<p><b>UIUC Only:</b></p>	
<p><b>AVP Office Reviewer</b></p>	<p>An AVP Office Reviewer is a user in the Urbana Office of the Assistant Vice President who handles the development, review, negotiation, and approval of UIUC non-procurement contracts and contract requests. These users are also authorized to execute these types of contracts on behalf of the University Comptroller. This role is chart specific (e.g. 1_avp_office_reviewer). Checklist tasks are assigned to the role, rather than to users by name.</p>

# iCS

Illinois Contract System

<b>AVP Office</b>	An expanded role in the Urbana AVP Office that primarily governs access and has multiple users assigned to it. Checklist tasks should be assigned to the AVP Office Reviewer role (see above), rather than to this role or to users by name.
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