**Process Improvement Changes are Coming to Tigerbuy!**

Please join us at one of six (6) informational (Q&A) sessions in June through Learning Curve to find out how Tigerbuy changes may affect your department. The sessions are titled, “Tigerbuy Procurement Process Improvement Changes.” The following key changes to UM1507 Policy, Procurement and Contract Services will become effective 7/1/2015:

- Added definitions and responsibilities of the financial manager, designee, and Tigerbuy roles (**requester, approver & receiver**).
- Added language to reflect separation of duties in Tigerbuy.
- The revised [Request for B&F System Access](#) form may be filled out, signed by the user, and approved by the appropriate financial manager prior to 7/1/2015, if additional Tigerbuy roles are needed within a department to ensure adequate segregation of duties.
- The **requester** (individual authorized to create the purchase requisition) cannot be the same person who approves the requisition.
- The **approver** (individual authorized to approve the purchase requisition) cannot be the same person who creates the requisition.
- The **receiver** (individual authorized to receive goods and services) may be any appointed Tigerbuy user in the ordering department.
- Tigerbuy will be modified to systematically prevent the **requester** and **approver** from being the same individual.
- Additional approval providers will be available through the Banner approval hierarchy, when needed.
- Training is **required** for the Tigerbuy **requester** role.