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Administrative Process Improvement Recommendations and Outcomes Tigerbuy Team

The Tigerbuy team met to review current processes and policies relating to Tigerbuy procedures. The team performed risk assessment, reviewed current internal controls and determined clearer separation of duties.

Clearly defined 'Tigerbuy' roles (Requestor, Approver, and Receiver):
- Requestor: The individual creating the purchase request cannot be the same person who approves the requisition.
- Approver: The Tigerbuy system will be modified to systematically prevent the requester and approver from being the same individual.
- Receiver: The receiver role will be defined in Tigerbuy and access will be authorized by the financial manager. (System Access form modified)
- Additional approval providers will be available through the Banner approval hierarchy when needed.

Expand Financial Roll-up Approvals:
- In order to separate the roles and responsibilities, organization hierarchy roll-up approvals will be implemented in Tigerbuy.

Tigerbuy Training:
- Tigerbuy training will no longer be a requirement in order to grant access.
- Procurement office will continue to offer training sessions.

Polices Reviewed and Recommendations:
- UM1303 – Authorized Signatures for Financial Transactions.
  - Strengthen the review role of the financial manager.
  - Removed references to Banner implementation project name 'Spectrum'.
  - Removed references to Business and Finance Support department.
  - Updated 'Procedures' section.
- UM1507 – Procurement and Contract Services.
  - Added Financial Manager, Designee and Tigerbuy roles with definitions and responsibilities.
  - Added links to Equipment Inventory and Authorization of Financial policies.
  - Added language to reflect the separation of duties in Tigerbuy.
  - Added language on Capital or sensitive minor equipment items.
  - Updated language on disposal of surplus property.
- Policies recommendations were reviewed and approved by the AVP of Business Services and AVP of Finance.