

	REQUISITION				PURCHASE ORDER			ACCOUNTS PAYABLE		INVENTORY						
	REQUESTER	REQUISITION AMOUNT APPROVER 1-4	REQUISITION BUDGET APPROVER	REQUISITION PURCHASE APPROVER	GENERAL / PROGRAM BUYER	PURCHASE ORDER AMOUNT APPROVER 1-2	PURCHASE ORDER BUDGET APPROVER	VOUCHER ADJUSTMENT / MAINTAINER / PROCESSOR	VOUCHER / ALTERNATE APPROVER	AGENCY INVENTORY PROCESSOR	AGENCY INVENTORY MSR CREATOR	AGENCY INVENTORY MSR APPROVER	AGENCY INVENTORY MSR PROCESSOR	AGENCY INVENTORY EXPRESS ISSUER	AGENCY INVENTORY ADJUSTER	AGENCY FINANCIAL INVENTORY PROCESSOR
1	X				X				X						X	X
2	X				X			X		X						
3	X					X	X	X		X	X					
4		X	X		X				X		X				X	X
5		X	X	X	X			X		X	X					
6		X	X	X		X	X	X		X	X					
7	X				X				X			X				X
8	X				X			X				X				X
9	X					X	X	X				X				X
10		X	X		X				X			X				X
11		X	X	X	X			X				X				X
12		X	X	X		X	X	X				X				X
13	X				X			X				X	X			
14		X	X		X			X				X	X			
15	X				X				X				X			
16	X				X			X					X			
17	X					X	X	X					X			
18		X	X		X				X				X			
19		X	X	X	X			X					X			
20		X	X	X		X	X	X					X			
21	X				X			X						X		
22		X	X		X			X						X		
23	X				X				X						X	X
24	X				X			X							X	X
25	X					X	X	X							X	X
26		X	X		X				X						X	X
27		X	X	X	X			X							X	X
28		X	X	X		X	X	X							X	X

General Guidelines:

- REQUISITION: A Requester cannot have any Requisition Approver Role.  
 PURCHASE ORDER: A General/Program Buyer cannot have any Purchase Order Approver Role.  
 ACCOUNTS PAYABLE: A Voucher Adjustment/Maintainer/Processor cannot have the Voucher/Alternate Approver Role.
- A Voucher/Alternate Approver cannot have either the Requisition Purchase Approver nor any Purchase Order Approver Role.
- Each row represents the maximum number of identified roles that allow for the segregation of duties; you may safely reduce - but not increase - the listed roles allowed.
- Any role not specifically listed above may be included at any time (e.g., Viewer/Reporting roles).
- OSC-APD strongly recommends that the Agency Financial Inventory Processor not be the Agency Inventory MSR Approver.
- See the Security Liaison Guide for more information about assigning roles and segregation of duties.