MAGIC Workflow Approver Role Request

Agency Name / Business Area:

Approver Name:

Approver User ID:

Request Type: ◯ Add ◯ Change ◯ Delete

Type of SRM Approver: ◯ Manager ◯ Fiscal ◯ Asset ◯ *Ad-hoc only

*Type of ECC Approver: ☐ AP ☐ AR ☐ GL ☐ FM

**Ad-hoc or ECC Approver Only requests do not require any additional information.*

If SRM Manager Approver: Manager Approval Limit:

-Manager approval limit should be the maximum approval authority for SRM. Manager Approvals are driven by your agency's organizational structure. Approval limit values may be set to $250, $500, $2,000, $2,500, $5,000, $10,000, $25,000, $50,000, $100,000, "Final Approver", or "N/A". ***The manager approval needs to be hierarchical in nature to work properly in SRM; this means that a manager's manager should have a higher approval amount than their reporting manager.***

If SRM Fiscal Approver: Amount Requiring Fiscal Approval:

Document Type: ☐ Shopping Carts ☐ Purchase Orders

*-Fiscal Approval may be used in addition to or in lieu of Manager Approval. Fiscal Approval amount should be the minimum dollar amount requiring approval. Must provide specific Cost Center(s) or enter an * if Fiscal Approval is for all cost centers.*

Cost Centers:

If SRM Asset Approver: Amount Requiring Asset Approval:

-Agencies have the option of designating Asset Approvers for Purchase Orders that contain assets. The Asset Approval process may be used in addition to or in lieu of manager approval. Asset Approval amount should be the minimum dollar amount requiring approval.

Comments:

Agency Security Contact Name:

Contact Email: Date:

Agency Security Contact Signature:

Submit completed form to MASH@dfa.ms.gov