



## Toolbox: Deacon Depot Roles - Who's Who?

Anyone with a valid Wake Forest network login has the ability to utilize Deacon Depot. Security within the application is role based, and unless additional permissions have been granted by the Deacon Depot Application Administrator, users access the system as a Shopper – the basic permission level. This document describes the three roles defined in Deacon Depot, as well as the assigned responsibilities of each.

Responsibilities/Actions	Shopper	Requisitioner	Requisitioner/Approver
➤ Must have a valid WFU network login	✓	✓	✓
➤ Can search for items	✓	✓	✓
➤ Can create a shopping cart	✓	✓	✓
➤ Can add Accounting Code (FOAPAL) information to a cart	Optional	✓	✓
➤ Assigns carts to a Requisitioner	✓	Optional	Optional
➤ Can place orders for self or Shoppers, thus creating Purchase Requisitions		✓	✓
➤ Approves Purchase Requisitions*			✓
➤ Accountable for committing Wake Forest funds			✓
➤ Can create receiving documents	✓	✓	✓

\*Whether departmental operating funds, grants, or other restricted funds, approval levels in Deacon Depot must match paper approval documentation held in Financial & Accounting Services (FAS). When placing your own order, the approval process is streamlined for those in the Requisitioner/Approver role.

The act of receiving goods and services in Deacon Depot can be completed by the person who created the original cart and is listed on the ship-to address. Items must be received before an invoice can be paid.