

# ARKANSAS PROCUREMENT ROLES AND FUNCTIONS

The three most common roles in Arkansas procurement are:

- Requisitioner
- Buyer
- Approver

The main function of the requisitioner is to initiate the procurement process. This is typically achieved by creating a purchase requisition (PR). To create a PR, the requisitioner must understand the purpose of a PR in the procurement process and the information that is required to accurately create the document.

The function of the buyer consists of facilitating the steps in the procurement process, beginning with the assignment of the PR through the completion of the purchase. Buyers need to understand the fundamentals of executing the various procurement methods, negotiating, and creating outline agreements and purchase orders.

The function of an approver in procurement may consist of reviewing and releasing a PR, approving various steps in the solicitation process, or releasing the resulting contract documents in the State's electronic system of record for procurement. (Currently the Arkansas Administrative Statewide Information System or "AASIS".

Approvers must understand the fundamentals of any of the tasks that they approve in the PR process, the buying process, or both.

This procurement manual provides practical guidance and step-by-step instructions for those fulfilling these roles.