

PASS Roles with Explanations

Role Name	Function	Valid Roleholders	Invalid Roleholders	SOAR Impact	Appears in PASS As:	Comments
Account Specific Budget Responsible Manager	The holder of this role will be added to an approval flow if the user selects an Index/PCA/Project/Grant that has been reported to the PASS Operations team as belonging to a certain manager.	Agency employees only.	OCP, PASS Operations, and OCFO employees	None.	N/A. See comments.	Currently, a user cannot specify a relationship through the front-end. The PASS technical team must change the file directly. Call the PASS Help Desk to have relationships changed.
Agency Catch All Budget Analyst	This role appears on the approval flow if the program code used is not the requisitioner's default program code and a program code supervisor is not assigned to the program code.	DCPS Employees Only	Any	NONE	Agency Catch All Budget Analyst	
Agency Manager	Yes	Superclass of the "Agency Specific Agency Manager" role. User does not gain added functionality by holding this role.	Any	None	None.	Agency Manager
Agency Specific Agency Manager	No	The holder of this role is notified when a purchase over a certain dollar amount (default \$25,000) is created in the agency specified by the role.	Only Agency employees should hold this role. Typically, it is the director and/or deputy director of the agency.	OCP, PASS Operations and OCFO employees should not hold this role (unless it is for their specific agency)	None.	XX0 Agency Manager
Agency Specific Adhoc Shipping Address	The holder of this role can add temporary, non-standard addresses to ship items to any location in the world.	Agency managers. OCP and OCFO managers may also hold this role.	PASS Operations and Agency basic requisitioners	None.	XX0 Adhoc Shipping Address	
Agency Specific Agency Director	Currently, this role only identifies the PASS user who is the director of an agency. No functionality is gained by holding this role. However, it may be used in future functionality, so only Agency Directors should hold the role.	Agency directors only.	OCP, PASS Operations, OCFO, and Agency employees	None.	XX0 Agency Director	
Agency Specific Authorizing Official	The holder of this role must approve all vehicle purchases for the agency.	Agency employees only.	OCP, PASS Operations, and OCFO employees	None.	XX0 Authorizing Official	
Agency Specific Budget Director	This role appears on the approval flow if the total dollar value is \$750,000 or greater	DCPS Employees Only	Any	NONE	Agency Specific Budget Director	
Agency Specific Budget Reviewer 1	Represents the OCFO employee that must approve requisitions that fall into the first of two dollar thresholds that are setup in PASS for each agency. The first threshold is usually described as \$25K to \$100K, but the Agency Director can request that this threshold limit be changed.	OCFO employees only.	OCP, PASS Operations, and Agency employees	None.	XX0 Budget Reviewer 1	Threshold values can only be changed by the PASS Operations team. Contact the Help Desk to have the values changed. Documentation to lower the threshold under \$25K must come from the Agency Director.

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Agency Specific Budget Reviewer 2	Represents the OCFO employee that must approve requisitions that fall into the second of two dollar thresholds that are setup in PASS for each agency. The second threshold is usually described as requisitions totaling more than \$100K, but the Agency CFO can request that this threshold limit be changed.	OCFO employees only.	OCP, PASS Operations, and Agency employees	None.	XX0 Budget Reviewer 2	Threshold values can only be changed by the PASS Operations team. Contact the Help Desk to have the values changed.
Agency Specific CatchAll Budget Responsible Manager	When a user selects an account in SOAR that has no relationship to an Account Specific Budget Responsible Manager, this individual is added to the approval flow. This person should not automatically approve the document; rather they should examine the accounting strings and determine whether or not the account selected is valid.	Agency employees, or a Budget Director/Analyst with access to SOAR	OCP and PASS Operations employees	None.	XX0 Budget Responsible Manager	
Agency Specific Contracting Officer	This role is currently held by the Agency Chief Contracting Officer. It is the last node on all requisition approval flows, unless the tiered contracting officer functionality is used.	OCP employees, mostly. Agency employees may only hold this role if the agency's contracting authority is not derived from OCP.	PASS Operations and OCFO employees	User's 97 profile must be able to post encumbrances for the specified agency.	XX0 Contracting Officer	
Agency Specific Contracting Officer 1	At the request of the ACCO, the Contracting Officer role can be tiered to certain dollar thresholds that match the ACCO's staff's Warrant amounts. This role represents the first of three tier levels that the ACCO can specify. This role will be the last one inserted in the approval flow of a requisition. There is no default value for any of the Tiered Contracting Officer roles.	OCP employees, mostly. Agency employees may only hold this role if the agency's contracting authority is not derived from OCP.	PASS Operations and OCFO employees	User's 97 profile must be able to post encumbrances for the specified agency.	XX0 Contracting Officer 1	
Agency Specific Contracting Officer 2	This role represents the second of three tier levels that the ACCO can specify. This role will be the last one inserted in the approval flow of a requisition. There is no default value for any of the Tiered Contracting Officer roles.	OCP employees, mostly. Agency employees may only hold this role if the agency's contracting authority is not derived from OCP.	PASS Operations and OCFO employees	User's 97 profile must be able to post encumbrances for the specified agency.	XX0 Contracting Officer 2	
Agency Specific Contracting Officer 3	This role represents the third of three tier levels that the ACCO can specify. This role will be the last one inserted in the approval flow of a requisition. There is no default value for any of the Tiered Contracting Officer roles.	OCP employees, mostly. Agency employees may only hold this role if the agency's contracting authority is not derived from OCP.	PASS Operations and OCFO employees	User's 97 profile must be able to post encumbrances for the specified agency.	XX0 Contracting Officer 3	
Agency Specific Invoice Manager 1	This roleholder has to approve and/or reconcile all invoices for the specified agency when the invoice total falls in the first of three dollar ranges. By default, the first range is \$0 to \$500,000.	OCFO employees only.	OCP, PASS Operations, and Agency employees	User's 97 profile must be able to post vouchers for the specified agency.	XX0 Invoice Manager 1	Holder of this role should also hold the superclass "Invoice Manager" role.

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Agency Specific Invoice Manager 2	This roleholder has to approve and/or reconcile all invoices for the specified agency when the invoice total falls in the second of three dollar ranges. By default, the second range is \$500,000 to \$1,000,000.	OCFO employees only.	OCP, PASS Operations, and Agency employees	User's 97 profile must be able to post vouchers for the specified agency.	XX0 Invoice Manager 2	Holder of this role should also hold the superclass "Invoice Manager" role.
Agency Specific Invoice Manager 3	This roleholder has to approve and/or reconcile all invoices for the specified agency when the invoice total falls in the third of three dollar ranges. By default, the final range is above \$1,000,000.	OCFO employees only.	OCP, PASS Operations, and Agency employees	User's 97 profile must be able to post vouchers for the specified agency.	XX0 Invoice Manager 3	Holder of this role should also hold the superclass "Invoice Manager" role.
Agency Specific Master User 1	PASS Operations plans on making the Master User 1 role agency specific. Until then, this role should not be assigned to anyone.	No PASS user should hold this role at this time	All	None.	XX0 Master User 1	
Agency Specific Master User 2	PASS Operations plans on making the Master User 2 role agency specific. Until then, this role should not be assigned to anyone.	No PASS user should hold this role at this time	All	None.	XX0 Master User 2	
Agency Specific Master User 3	PASS Operations plans on making the Master User 3 role agency specific. Until then, this role should not be assigned to anyone.	No PASS user should hold this role at this time	All	None.	XX0 Master User 3	
Agency Specific OCFO Encumbrance Error Handler	This role is added to the approval flow of a requisition when the preencumbrance was successful, but the encumbrance failed. This individual will have access to SOAR and the requisition in PASS to analyze the error code returned by SOAR and determine a solution.	OCFO employees only.	OCP, PASS Operations, and Agency employees	None.	XX0 OCFO Encumbrance Error Handler	
Agency Specific OCP Exception Handler	This role is added to the approval flow of an voucher when the total amount received is less than the total amount invoiced, or another exception has occurred. This individual will have access to the PO receipts and vouchers in PASS to analyze the exception and determine a solution.	OCP employees.		None.		
Agency Specific Primary Contracting Officer	The holder of this role will be added to an approval flow as a watcher when one of the three tiers of Contracting Officers are added to the flow. Typically, the ACCO holds this role to be notified when a requisition is submitted to OCP for approval.	OCP employees, mostly. Agency employees may only hold this role if the agency's contracting authority is not derived from OCP.	PASS Operations and OCFO employees	User's 97 profile must be able to post encumbrances for the specified agency.	XX0 Primary Contracting Officer	
Agency Specific QueryAll	The holder of this role has the ability to view all requisitions, purchase orders and receipts that are created in the specified agency. They also receive an email when requisitions are changed in PASS for the agency.	OCP, PASS Operations, OCFO and Agency personnel.	Non-agency employees.	None.	XX0 QueryAll	

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Agency Specific Receiver	If a user selects a ShipTo location that has no Location Specific Receiver set for it, then this role is added to the approval flow for the receiving report.	Agency receiving manager (or equivalent)	OCP, and OCFO employees	None.	XX0 Receiver	
Agency Specific Receiving Manager	This role is added to the approval flow of an Independent Agency's voucher when the total amount received is less than the total amount invoiced, or another exception has occurred. This individual will have access to the PO receipts in PASS to analyze the exception and determine a solution.	Agency receiving personnel, receiving manager (or equivalent)	OCP, and OCFO employees	None.		
Agency Specific Security Officer	This role is added to the approval flow of all User Maintenance E-Forms for the specified agency. The individual is responsible for ensuring that the information contained in the E-Form is correct and the roles requested are required to complete their tasks in PASS and comply with the requirements of this document.	OFOS Specified PASS Users only.	OCP, PASS Operations, OCFO, and Agency employees	None.	XX0 Security Officer	
Agency Specific Voucher Notification	Roleholder will receive a daily email notification of pending and rejected e-Invoices.	Agency Program Staff		None	XX0 Voucher Notification	
AMEX Contract Specialist	This role is for DCPS users. In requisition if they select AMEX Contract specialist to Yes this role will be added in the approval flow	DCPS Contracting Staff			AMEX Contract Specialist	
AP Specialist	Allows the roleholder to view the Invoice E-Form and Supplier E-Form	OCFO Accounts Payable staff only.	OCP, PASS Operations, and Agency employees	None.	AP Specialist	
BG0 Invoice Approver	BG0 Invoice Approver role will be added as approver after the BG0 Invoice Reviewer to the Voucher approval flow.	BG0 agency users				
BG0 Invoice Reviewer	BG0 Invoice Reviewer role will be added as approver after Payment Reconciliation to the Voucher approval flow.	BG0 agency users				
BG0 Payment Reconciliation 1	If 3-way match success, BG0 Payment Reconciliation1 and BG0 Payment Reconciliation2 roles in parallel will be added as first approvers to the voucher approval flow.	BG0 agency users				
BG0 Payment Reconciliation 2	If 3-way match fails, BG0 Payment Reconciliation1 and BG0 Payment Reconciliation2 roles in parallel will be added as approvers after the Agency Receiver to the voucher approval flow.	BG0 agency users				

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BG0 Receipt Approver	BG0 Receipt Approver role will be added as approver after BG0 Invoice Approver to the Voucher approval flow to review the voucher.	BG0 agency users				
Blackman Jones Contracting Officer	This role shows up only if the requisition is of a special procurement type. The threshold limits are from \$0 - \$999999999.00	Any	Any	NONE	Blackman Jones Contracting Officer	
Budget Reviewer	Budget Reviewer" role. User will have permissions to edit a requisition while in	OCFO employees only.	Operations, and Agency employees	None.	Budget Reviewer	
CAFR Audit Services Contracting Officer	This role shows up only if the requisition is of a special procurement type. The threshold limits are from \$0 - \$999999999.00	Any	Any	NONE	CAFR Audit Services Contracting Officer	
Capital BRT Approver	This Role Holder will Approve EPIF Forms in PASS.	EOM/OCFO Staff can				
Change Timesheet	This role allows the requestor of the timesheet to be able to change/cancel the timesheet after it is fully approved	DC Gov Contractors, PASS Support			Change Timesheet	
Contract Administrator	Formerly known as the COTR- allows role holder the ability to view contracts in the Contracts Module. An observer only.	COTR				
Contract Agent	Allows the roleholder to create and launch sourcing events	OCP Contracting Staff			Contract Agent	
Contract Specialist	The Contract Specialist role gives the user the ability to edit requisitions while still in the approval flow, request changes to PO's, force a requisition stuck in "Ordering" to "Ordered", receives an email when a requisition they modified or approved is changed, and has access to the Supplier E-Form. Also has the ReceiveAll permission. Similar to the "Contracting Officer" role, except this role is not added to the flow automatically.	OCP Contracting Specialists and independent agency Contracting Specialists only.	PASS Operations, OCFO, and Agency employees.	User's 97 profile must be able to post encumbrances for the agency they support.	Contract Specialist	
Contracting Officer	Superclass for the Agency Specific Contracting Officer role. It will allow the holder to edit requisitions while in the "Submitted" state, force Orders to the "Ordered" state, receive all orders, view the Supplier E-Form, receives an email when the requisition is modified, and holds the Purchasing Agent permission.	OCP employees, mostly. Agency employees may only hold this role if the agency's contracting authority is not derived from OCP.	PASS Operations and OCFO employees	User's 97 profile must be able to post encumbrances for the specified agency.	Contracting Officer	
Contracting Officer A	This role is currently held by the Contracting Officer A. It is the last node on all requisition approval flows, unless the tiered contracting officer functionality is used. The threshold \$value for this role is based on the agency	Any	Any	NONE	Agency XX Contracting Officer A	

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Contracting Officer B	This role is currently held by the Contracting Officer B. It is the last node on all requisition approval flows, unless the tiered contracting officer functionality is used. The threshold \$value for this role is based on the agency	Any		NONE	Agency XX Contracting Officer B
Contractor	Only users with the Contractor Role can have a timesheet created against them.	DC GovContractors			Contractor
Create PO Contractor Assignment	This Role allow users to create,change and submit a PO Contractor Assignment Form where one or more Contractors can be assigned to a Purchase Order, positions and Hours .	Managers or PASS users creating POs for contractors.		NONE	Create PO Contractor Assignment
Create Services PO	This role allows a user to be able to create an hours based, timesheet tracked services requisition	Managers or PASS users creating POs for contractors.			Create Services PO
Create Services Invoice	This role allows a user to create an invoice for hours based, time sheet tracked services PO.	AP Specialists			Create Services Invoice
Create Timesheet	This role allows a user to create a time sheet. From the Create link on the swoosh screen, users will be able to select Timesheet Eform after clicking on Company eForm.	DC Gov Contractors, PASS Support			Create Timesheet
Customer User Administrator	This role appears on the approval flow when there is an error on the approval flow. The PASS System Administrator must review and fix. Contact PASS Help Desk for assistance.	No PASS user should hold this role at this time		N/A	
DCPS Central Office Master User	This role allows the role holder to create requisitions for all Central Office program codes	DCPS Employees Only	Any	NONE	DCPS Central Office Master User
DCPS Master User	This role allows the role holder to select any DCPS Program Code (PCA). The requisitioners/AP Specialists can hold his role. The user should belong to the Education Cluster Agencies.	Authorized DCPS Employees Only/Education Cluster AP Specialists	Non Education Cluster Employees	NONE	DCPS Master User
DCPS School Master User	This role allows the role holder to create requisitions for all Schools	DCPS Employees Only	Non DCPS Employees	NONE	DCPS School Master User
DDOT Invoice Processing	DDOT Invoice Processing Unit will be added to the voucher approval flow if 2 nd and 3 rd signatures are not available	DDOT agency users			

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Economic Development Agency IT Liaison	<p>The Agency IT Liaison Role is a supervisory role that aggregates the functionality of the cluster-based liaison roles.</p> <p>This role appears on: Requisitions for non-exempt agencies that are not associated with a cluster-based IT Liaison role, and that meet the same criteria of having one or more line item containing an IT commodity code, and the total value of the requisition is greater than \$25,000.</p> <p>The company eForm type "ePIF".</p>	BD0 BI0 BX0 CF0 CR0 CT0 DB0 EB0 EC0 EN0 SR0 TK0		NONE	Economic Development Agency IT Liaison
Edit Timesheet	<p>This role allows users who are approving time sheets the ability to edit the time sheet</p>	Supervisors of DC Gov Contractors			Edit Timesheet
Education Agency IT Liaison	<p>The Agency IT Liaison Role is a supervisory role that aggregates the functionality of the cluster-based liaison roles.</p> <p>This role appears on: Requisitions for non-exempt agencies that are not associated with a cluster-based IT Liaison role, and that meet the same criteria of having one or more line item containing an IT commodity code, and the total value of the requisition is greater than \$25,000.</p> <p>The company eForm type "ePIF".</p>	CE0 GA0 GB0 GC0 GD0 GE0 GF0 GM0 GN0 GO0 GW0 PE0	Any	NONE	Education Agency IT Liaison
EOM and Boards Contracting Officer	<p>This role shows up only if the requisition is of a special procurement type</p>	Any	Any	NONE	EOM & Boards Contracting Officer
FM Administration Team	<p>FM Administration Team will be added to the voucher approval flow for FM operating funded POs only.</p>	DGS agency users			
Government Operations Agency IT Liaison	<p>The Agency IT Liaison Role is a supervisory role that aggregates the functionality of the cluster-based liaison roles.</p> <p>This role appears on: Requisitions for non-exempt agencies that are not associated with a cluster-based IT Liaison role, and that meet the same criteria of having one or more line item containing an IT commodity code, and the total value of the requisition is greater than \$25,000.</p> <p>The company eForm type "ePIF".</p>	AD0 AM0 BE0 BQ0 BU0 GS0 HD0 KA0 KG0 KT0 KV0 PO0 PW0 TO0	Any	NONE	Government Operations Agency IT Liaison

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Health & Human Services Agency IT Liaison	<p>The Agency IT Liaison Role is a supervisory role that aggregates the functionality of the cluster-based liaison roles.</p> <p>This role appears on: Requisitions for non-exempt agencies that are not associated with a cluster-based IT Liaison role, and that meet the same criteria of having one or more line item containing an IT commodity code, and the total value of the requisition is greater than \$25,000.</p> <p>The company eForm type "ePIF".</p>	AP0 BY0 BZ0 HA0 HC0 HG0 HM0 HS0 HT0 JA0 JM0 JZ0 RL0 RM0 VA0	Any	NONE	Health & Human Services Agency IT Liaison	
Human Services Contracting Officer	<p>This role is currently held by the Human Services Contracting Officer. It is the last node on all requisition approval flows, unless the tiered contracting officer functionality is used. The threshold \$ value for this role is based on the agency</p>	Any	Any	NONE	Human Services Contracting Officer	
Human Services Contracting Officer A	<p>This role is currently held by the Human Services Contracting Officer. It is the last node on all requisition approval flows, unless the tiered contracting officer functionality is used. The threshold \$ value for this role is based on the agency</p>	Any	Any	NONE	Human Services Contracting Officer A	
Independent Agency IT Liaison	<p>The Agency IT Liaison Role is a supervisory role that aggregates the functionality of the cluster-based liaison roles.</p> <p>This role appears on: Requisitions for non-exempt agencies that are not associated with a cluster-based IT Liaison role, and that meet the same criteria of having one or more line item containing an IT commodity code, and the total value of the requisition is greater than \$25,000.</p> <p>The company eForm type "ePIF".</p>	AA0 AC0 AE0 AF0 AG0 BA0 BK0 CG0 CH0 CJ0 CQ0 CW0 DA0 DH0 DJ0 DK0 DL0 DX0 JR0 LQ0 RK0 RP0 RS0 TC0	Any	NONE	Independent Agency IT Liaison	

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Invoice Manager	Superclass of the Invoice Manager 1, 2, and 3 roles. Roleholder will be given permissions to access the Supplier E-Form, edit Invoice Due Dates, edit Invoice E-Forms, edit requisitions while still in the approvable state, approve invoices, reject invoices, and refer invoices to others.	OCFO employees only.	OCP, PASS Operations, and Agency employees	None.	Invoice Manager	
ITSA PM	This role is held by an ITSA project Manager. The ITSA PM appears in the approval flow when timesheets are changed or edited.	ITSA Employees only	Any	NONE	ITSA PM	
Location Specific Receiver	This role is added to the approval flow of a receiving report when the requisition specifies the address code that the role is tied to.	Location receiving responsible party.	OCP, PASS Operations, and OCFO employees	None.	XX0-YY Receiver	
Master User 1	The holder of this role will be able to select any address in PASS, regardless of the users agency.	PASS Operations System Support members. Some OCP, Agency, and OCFO users also require this if they are responsible for multiple agencies.	Most PASS users	None.	Master User 1	
Master User 2	This role will allow the holder to view and select all accounting attributes and purchase for any agency in PASS, regardless of the user's agency.	PASS Operations System Support members. Some OCP, Agency, and OCFO users also require this if they are responsible for multiple agencies.	Most PASS users	User's 97 profile must be able to post encumbrances for all District agencies.	Master User 2	
Master User 3	This role will allow the holder to view and select all PASS users for all requisition, eForm, searching, and reporting functions, regardless of the user's agency.	PASS Operations System Support members. Some OCP, Agency, and OCFO users also require this if they are responsible for multiple agencies.	Most PASS users	None.	Master User 3	
Oapt Manager	OCP requires that their customer agencies need to fill the o-APT eform so that OCP can understand the agencies procurement requirements for the upcoming fiscal year. It does not have any budget involved with it. OAPT manager role allows OCP to either accept the project or reject the project.	OCP agency employees only	PASS Operations, OCFO, and Agency employees.	NONE	Oapt Manager	
OCTO PIF Approver	This Role Holder will Approve EPIF Forms in PASS	OCTO Staff can Have this Role				
OCTO PMO Director	All OCTO requirements will flow through this role.	OCTO				
OJT Officer	The On-the-Job Training Officer will appear on the rq approval flow when the Special Procurement Type for the OJT Program is selected on the RQ header on DOES requisitions.	DOES (Department of Employment Services) Deputy Director			OJT Officer	

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Opif Manager	OCP requires the agencies to enter e-forms called oPIF for all agencies so that OCP can track the procurement work that comes to OCP for processing. This is a pre-Requisition requirement. It does not have any budget involved with it. OPIF Manager role allows OCT to either accept or reject the project	OCP agency employees only	PASS Operations, OCFO, and Agency employees.	NONE	Opif Manager
OTR Audit Services Contracting Officer	This role shows up only if the requisition is of a special procurement type. The threshold limits are from \$0 - \$999999999.00	Any	Any	NONE	OTR Audit Services Contracting Officer
P Card Admin Role	The P Card admin role is currently held by the OCP agency. They approve various Pcard requests for different agencies.	OCP and agencies under OCPonly	Any	NONE	P Card Admin role
PASS Role Reviewer	This role will appear on the UM approval flow when a user requests to add the "Help Desk Change Password" role.	PASS Operations			
Public Safety Agency IT Liaison	The Agency IT Liaison Role is a supervisory role that aggregates the functionality of the cluster-based liaison roles. This role appears on: Requisitions for non-exempt agencies that are not associated with a cluster-based IT Liaison role, and that meet the same criteria of having one or more line item containing an IT commodity code, and the total value of the requisition is greater than \$25,000. The company eForm type "ePIF".	BN0 CB0 DQ0 DV0 FA0 FB0 FE0 FH0 FJ0 FK0 FL0 FO0 FQ0 FR0 FS0 FT0 FV0 FX0 FZ0 PJ0 UC0	Any	NONE	Public Safety Agency IT Liaison
QueryAll	The holder of this role has the ability to view all requisitions, purchase orders and receipts that are generated in the system, regardless of agency.	PASS Support Staff, OCP Contracting Staff, Designated District employees		None.	QueryAll
RJ0 Invoice Reviewer	When a 3-way match is success, RJ0 Invoice Reviewer role will be added as First Approver to the Voucher approval flow.	RJ0 agency users			

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Simplified Acquisitions Contracting Officer	This role shows up in the approval flow when the \$value is between \$0 - \$100000 for the agencies :TO0, DB0, RK0, JA0, BE0, JZ0, FB0, FX0, UC0, FR0,CR0, BN0, BY0, CB0, AD0, HM0, PO0, TC0, CT0, CQ0, SR0, EN0, TK0, BD0, BX0, LQ0, DA0, BJ0, AA0, DL0, GW0, CJ0, BZ0, BA0, AP0, CG0	OCP agency employees only	Any	NONE	Simplified Acquisitions Contracting Officer
Special Ed Trasporation Contracting Officer	This role shows up only if the requisition is of a special procurement type. The threshold limits are from \$0 - \$500000.00	Any	Any	NONE	Special Ed Trasporation Contracting Officer
Special Projects Group Contracting Officer	This role is currently held by the Special projects Group Contracting Officer. It is the last node on all requisition approval flows, unless the tiered contracting officer functionality is used. KV0, DB0, FL0, KG0, FX0, JZ0, UC0, FR0, HA0, CR0,CB0, AD0, HM0, PO0, TC0,CT0,CF0, CQ0, SR0, EN0, TK0, BD0, BX0, LQ0, DA0, FK0, AA0, DL0, AE0, GW0, CJ0, BZ0, BA0, AP0, CG0	OCP agency employees only	Any	NONE	Special Projects Group Contracting Officer
Technology Contracting Officer	The role is currently held by a TO0 contracting officer only if the commodity code is IT related.	OCTO Only	OCTO employees only	NONE	Technology Contracting Officer
Timesheet on Behalf Of	This role allows users to create time sheets on behalf of other users. In addition, the holder of this role must add/hold the 'Create Timesheet' role.				Timesheet on Behalf Of
Transportation and Specialty Equipment Contracting Officer	This role shows up in the approval flow if the commodity code selected is Transportation related. The threshold limits for this role are based on the agency.	Any		NONE	Transportation and Specialty Equipment Contracting Officer
Transportation and Specialty Equipment Contracting Officer A	This role shows up in the approval flow if the commodity code selected is Transportation related. The threshold limits for this role are based on the agency.	Any		NONE	Transportation and Specialty Equipment Contracting Officer A
Transportation and Specialty Equipment Contracting Officer B	This role shows up in the approval flow if the commodity code selected is Transportation related. The threshold limits for this role are based on the agency.	Any		NONE	Transportation and Specialty Equipment Contracting Officer B
Transportation and Specialty Equipment Contracting Officer C	This role shows up in the approval flow if the commodity code selected is Transportation related. The threshold limits for this role are based on the agency.	Any		NONE	Transportation and Specialty Equipment Contracting Officer C

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Transportation and Specialty Equipment Contracting Officer D	This role shows up in the approval flow if the commodity code selected is Transportation related. The threshold limits for this role are based on the agency.	Any		NONE	Transportation and Specialty Equipment Contracting Officer D
View Agency Vouchers	This role allows the roleholder (non-OCFO user) to view their respective agency's direct vouchers and vouchers	Any		NONE	
View Invoicing Reports	This role allows the roleholder to view a e-Invoicing related reports.	Any			ViewInvoicingReports
View Services Report	This role allows the roleholder to view a timesheet related reports.	Any		NONE	View Services Report
XX0 Grant Approver	The approver will be the manager in the agency who is responsible for the approval of grant awards (usually the Agency Director)	Agency (Director)			
XX0 Grant Reviewer	The role holder is a user from the agency who will review the grant requirements prior to the approver roles approving the requisition	Agency			
XX0 OCFO Grant Approver	The approver is an individual in the agency's finance officer (Usually AFO)	OCFO			
XX0 OCFO Grant Reviewer	OCFO employee who reviews grant	OCFO			
	When a 3-way match fails, RJ0 Invoice Reviewer role will be added as approver after Agency Receiver to the Voucher approval flow.				
RJ0 Reviewer	RJ0 Reviewer role will be added as Approver after RJ0 Invoice Reviewer to the Voucher approval flow.	RJ0 agency users			
RJ0 Invoice Approver	RJ0 Invoice Approver role will be added as approver after RJ0 Reviewer to the Voucher approval flow.	RJ0 agency users			
RJ0 Receipt Approver	RJ0 Receipt Approver role will be added as approver after RJ0 Invoice Approver to the Voucher approval flow.	RJ0 agency users			
RK0 Invoice Reviewer	When a 3-way match is success, RK0 Invoice Reviewer role will be added as a first approver to the Voucher approval flow. When a 3-way match fails, RK0 Invoice Reviewer role will be added as approver after Agency Receiver to the Voucher approval flow.	RK0 agency users			
RK0 Invoice Approver	RK0 Invoice Approver role will be added as approver after RK0 Invoice Reviewer to the Voucher approval flow.	RK0 agency users			

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RK0 Receipt Approver	RK0 Receipt approver role will be added as approver after RK0 Invoice Approver to the Voucher approval flow.	RK0 agency users				
ORM Invoice watcher	ORM Invoice watcher will be added as a watcher to the Voucher approval flow in parallel to the entire Voucher approval flow.	RK0, RJ0 and BG0 agency users				
DH0 Invoice Watcher	DH0 Invoice Watcher will be added as a Watcher in parallel to the entire Voucher approval flow	DH0 agency users				
Education Cluster invoice processing unit	When a 3-way match is success, Education Cluster invoice processing unit role will be added to the approval flow as the first Approver. When a 3-way match fails, Education Cluster Invoice Processing Unit role will be added to the approval flow as approver in parallel to the entire Voucher approval flow.	GD0 agency users				
GD0 Invoice Reviewer	When a 3-way match fails, GD0 Invoice Reviewer role will be added as approver after Agency Receiver to the Voucher approval flow.	GD0 agency users				
GD0 Invoice Approver	When a 3-way match fails, GD0 Invoice Approver role will be added as approver after GD0 Invoice Reviewer to the Voucher approval flow.	GD0 agency users				