

# Training Prerequisite by Role

## Introduction to Responsibilities of Purchasers, Preparers and Approvers (ROPPA)

Role	ROPPA Training Track	Training Prerequisite
HCOM Approvers	Approvers	Required 3/1/16 and on for all new users except faculty, whose participation is at each School's discretion*  The online training may be found on the <a href="#">Training Portal</a>
HCOM Preparers	Preparers	
HCOM Shoppers	Purchasers	
PCard Reviewers	Approvers	
PCard Holders	Purchasers	
Web Reimbursement Inquiry Create Travel Authorization – BCD	Approvers	
Concur Approvers	Approvers	
Concur Delegates/Preparers	Preparers	At each School's discretion
Concur Reimbursees	Purchasers	
Corporate Card Holders	Purchasers	

\*"Faculty" typically means employees whose **primary appointment** is a faculty, instructional role. For example, post-docs would still be required to take the training, as would staff who have a secondary teaching appointment.

Each school is responsible for making sure the training has been completed prior to granting access to the system(s).