# E-Pro: Roles and Responsibilities Matrix

The E-Procurement service assists with creating and validating a E-Pro purchase request

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Department Responsibility</th>
<th>SCE Responsibility</th>
<th>Central Office Responsibility</th>
</tr>
</thead>
</table>
| E-Pro Orders | • Identify items needed  
• Determine availability of funds/purchase is appropriate for source of funds  
• Complete Purchase Request form  
  • **Facilities Services:** Provide Purchase Request form with AiM work order & phase/ identify chartfield string  
  • **Non-Facilities departments:** Identify chartfield string/ complete purchase via E-pro  
• Submit Purchase Request form via SMS, include all required documentation  
• Complete departmental workflow approval of purchase requisition, as needed  
• Receive and deliver product | • Confirm details of goods with customer and determine type of purchase  
• Use E-pro catalog to select appropriate product  
  • *Facilities Services:* SCE procures order via E-pro/ updates AiM  
  • *Non-Facilities departments:* If requested by department, SCE processes orders  
• Create and submit purchase requisition in ConnectCarolina  
• Validate availability of funds/purchase is appropriate for source of funds  
• Re-work denials/ exceptions/ approve  
• Close service request | • Manage payment to vendor, handle dispute resolution  
• Maintain E-pro system and ensure compliance with purchasing regulations  
• Reconcile E-pro orders against invoice & resolve encumbrances  
• Perform random audits of E-pro orders  
• Maintain files/ records |

*SCE is the central office for E-procurement*