

## Common FAST Purchasing Workflow information

1) FAST Workflow look up in FAST - A user should be able to review the existing FAST Workflow by using the General Information Tile in FAST. There are 2 menu items that can be used, Search Sig Auth By Chartfield or Search Sig Auth By User to view FAST Workflow.

2) FAST Workflow for the Travel Module is submitted through the FAST Access Security request in Section C

3) Accountable Officer (AO) and Accountable Officer Designee (AOD) are assigned through the FAST Workflow request but does not grant Bull Marketplace Approver access. If an AO or AOD need to be an Approver, the individual must be requested to be an Approver for a respective individual Chartfield

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