Purchase Requisition Flow Chart

Generate Requisition

Paperless Route

Scan Requisition and all Back up to P:/PO REQS WITH BACKUP

Requisition Begins Approval Process

Approvers check for:
Complete Back-up, Item description & Notes,
Correct Funding Codes & Budget Availability

If errors are found they must be corrected by site and revision must be made to existing requisition

Requisition in not Approved Correction(s) Needed

Requisition Approved No Corrections Needed

Where to send copies

All Approvers Fiscal Services Purchasing Department

Send a copy of Requisition and all Back Up to appropriate parties

Copy Req and all Back up

To speed up the approval process, Requestors should notify approver's of pending Req.

If errors are found they must be corrected by site and revision must be made to existing requisition

Requisition is assigned to a Buyer and a PO is created