

## Procurement Process for Reasonable Adjustments

This document outlines the step-by-step process for procuring reasonable adjustment items, such as ergonomic equipment, assistive technology, or other support items.

**Identify Need:** Employee identifies the adjustment need and discusses it with their manager.



**Manager Oversight:** Manager oversees the process with advice from Procurement as required.



**Locate the Item to Purchase:** Manager oversees the process with advice from Procurement as required. Obtain a quote or product code from the vendor.



**Raise Requisition:** Requisition is raised by Manager in the NEP system (Procurement can provide guidance if needed).



**Approvals:** Sequential approvals are required from Manager, Budget Holder, and Procurement.



**Issue Purchase Order:** The Purchase Order (PO) is issued by Procurement to the Manager, the Manager then forwards this to the vendor so they can prepare an invoice for payment.



**Payment:** Finance processes the payment, and the item will be provided



**Confirmation:** Employee confirms the item meets their needs.