

STEP 1

Status: **PO Encoded**

Requesting Office prepares P.O. on RPB/Abstract



STEP 2

Status: **PO-GSO Received**

GSO Reviews and Validates P.O.

If invalid or incomplete, go to Step 1

Status: **PO - Pending at GSO, PO - Pending Released GSO**



STEP 3

Status: **P0-GSO Forwarded to CMO**

For signature



STEP 4

Status: **PO - GSO - CMO Approved**

CMO Approves and Signs P.O

STEP 5

Status: **PO - GSO Served(to Supplier)**

GSO receives, tags and serves P.O. to supplier



STEP 6

Status: **PO - GSO Conformed**

Supplier Receives and Conforms P.O.



STEP 7

Status: **PO - GSO Released For Delivery**

GSO Transmits P.O. to Requesting Office



STEP 8

Status: **PO - Voucher Encoded**

Requesting Office Receives/checks delivered G&S
Prepare docs (Voucher, Acceptance Reports, etc.) Re-encode PO No.

STEP 9

Status: **PO - GSO Received - Voucher(Inspection)**

GSO Inspects documents and G/S if delivered complete.

If complete, conditional, go to Step 10 or Accounting Office

If incomplete, inform requesting office to conform with requirements.

Status: **PO - Pending at GSO - Voucher(Inspection), PO - Pending Released - GSO Voucher(Inspection)**



STEP 10

Status: **PO - GSO Received - Voucher(Inventory)**

GSO documents delivered G/S for inventory/stocking

If documented, submit documents to Accounting.

If no document, inform Requesting Office to document

Status: **PO - Pending at GSO - Voucher(Inventory), PO - Pending Released - GSO Voucher(Inventory)**

Onwards: **CAO Received**