Item Requisition Process

**Actors**

1. Item Requested
2. Admin – Item Availability
3. Management Approval
4. Admin – Item Handed Over
5. Item Requisition Notification Initiator (Email Template)
6. Item Requisition Notification Admin (Email Template)

**Process Rules**

1. If **Item Requested** is completed then activate **Admin – Item Availability**
2. If **Admin – Item Availability** is completed and **Approval Required = Required** then activate **Management Approval**.
3. If **Admin – Item Availability** is completed and **Approval Required = Not Required** and **Item Availability = No (To be purchased)** then activate **Admin – Item Handed Over**
4. If **Admin – Item Availability** is completed and **Approval Required = Not Required** and **Item Availability = Yes (Arrange Internally)** then **Complete Incident**. (There is no need to create that rule. This will be managed by system.)
5. If **Management Approval** is completed then execute **Item Requisition Notification Initiator** (Email Template)
6. If **Management Approval** is completed then execute **Item Requisition Notification Admin** (Email Template)
7. If **Management Approval** is completed and **Requisition Approval = Approved** then activate **Admin – Item Handed Over**.
8. If **Management Approval** is completed and **Requisition Approval = Not Approved** then **Complete Incident**. (There is no need to create that rule. This will be managed by system.)

**Notes**

1. If item is internally arranged and there is no need for management approval then incident will be completed after completion of second activity.
2. Email notification to initiator and admin will only be send when management approval is required.
3. If request is not approved by management then incident will be completed after completion of Management Approval activity but notifications will be send to initiator and admin both.