

# Purchase Requisition Flowchart

This flowchart describes the process of requesting, reviewing, and approving purchases in a business environment. A purchase requisition is an internal document that an employee submits to request approval for purchasing goods or services necessary for business operations. The process ensures that purchases are justified, within budget, and compliant with company policies before proceeding to supplier selection and payment.

## Step-by-Step Process:

### - An employee submits a purchase request.

An employee identifies the need for a product or service and submits a formal purchase request to the procurement department.

### - The request is reviewed by a manager.

A manager or supervisor reviews the request to determine its necessity and alignment with company goals.

### - If the budget is available, the request is approved.

If the company's budget allows for the purchase, approval is granted, and the process moves to the next step.

### - If the budget is not available, the request is rejected.

If the budget is insufficient or the request is deemed unnecessary, the purchase request is rejected, and the employee is notified.

### - The procurement team finds a suitable supplier.

The procurement team researches available suppliers who can provide the requested items or services.

### - Quotes are requested and the best supplier is selected.

Multiple quotes are requested from different suppliers to compare pricing, delivery timelines, and

service quality.

- **A purchase order (PO) is issued.**

Based on the quotes, the most suitable supplier is selected, and a purchase order (PO) is issued to formalize the transaction.

- **The supplier delivers the goods.**

The supplier fulfills the order and delivers the goods or services as per the agreed terms.

- **The invoice is verified and approved.**

The accounts payable team verifies the supplier's invoice against the purchase order and delivery records to ensure accuracy.

- **The payment is processed, completing the purchase requisition.**

Once verified, the payment is processed, marking the completion of the purchase requisition process.