Procurement Process Flow For PeopleSoft Requisitions

Role	Step	Description	
REQUESTER	**1**	INPUTS REQUISITION, BUDGET CHECKS, AND SENDS REQUISITION FOR APPROVAL	
DEAN/DIRECTOR OF DEPARTMENT DEAN/DIRECTOR OF DIVISION PROGRAM MANAGER	**2**	APPROVES REQUISITION	
ACCOUNTING	**3**	CHECKS ACCOUNT STRING	
DIRECTOR OF BUSINESS SERVICES	**4**	APPROVES REQUISITION	
VP OF DIVISION	**5**	APPROVES REQUISITION ≥ $1,000	
VP OF ADMINISTRATIVE SERVICES (CBO)	**6**	APPROVES REQUISITION ≥ $5,000	
PRESIDENT	**7**	APPROVES REQUISITION ≥ $25,000	
PURCHASING	**8**	SOURCES REQUISITION INTO PURCHASE ORDER & PLACES ORDER WITH VENDOR	
WAREHOUSE	**9**	RECEIVES ITEM INTO PEOPLESOFT & DELIVERS TO REQUESTER	
REQUESTER (REPLACES GOLDEN ROD)	**10**	PRINTS PR, VERFIES RECEIPT OF ITEMS, SIGNS AND WRITES OKAY TO PAY ON PR , THEN FORWARDS TO ACCOUNTING	
ACCOUNTING	**11**	VERIFIES INVOICE WITH PO & SIGNED PR FROM REQUESTER, THEN SUBMITS PAYMENT TO VENDOR	