Requisition and Purchase Order

Workflow

- Initiator
- Requisition
- Content Reviewer
  - Optional—has the ability to edit any field in the Requisition.
- Fiscal Officer
  - Has the ability to change any account information and add reference info in the ORG REF ID field (10 characters max).
- Accounting Reviewer for FYI and Accounting Reviewer for Acknowledgement
  - Optional—notification only. Does not have the ability to edit or approve.
- Central Equipment Reviewer
  - Has the ability to change object code and fields in the Capital Asset tab.
- Central Purchasing Buyer
  - > $5,000 or restricted commodity.
- Departmental Buyer
  - ≤ $5,000 and non-restricted commodity.
- Approved Purchase Order
- Transmitted to Vendor

- Additional approvals may be required based on the commodity used.
- Department Security Administrators (DSA) can make changes to assigned personnel in each role.