Online Requisition Overview

CONTRACTS, PROCUREMENT & RISK MANAGEMENT
FINANCE 101
NOVEMBER 2017
Agenda

Requisitions (REQ)
  ◦ When is a REQ required
    ◦ Goods/Services/IT Equipment & Software

Submitting a REQ

Change Orders

Approvals

REQ-to-Check

Purchase Orders
Purpose

Requisitions are entered by authorized users to request goods and/or services for their department. Requisitions are also entered to request a change order to an existing Purchase Order.

Once the requisition is approved and budget checked in PeopleSoft, Procurement will assign a buyer who will review and convert the requisition into a purchase order.
Submitting an online REQ
Change Orders

Change Orders via REQ’s
- Better Tracking
- Visibility to all Buyers
- Approval Process Recorded – Auditing purposes
Approvals

Individuals who have been delegated authority to review and approve requisitions should review each REQ for accuracy.

If access is needed to submit requisitions for more than one business unit (ex. CICMP & CIASI) access must be requested to Josh Magana
REQ –to-Check

1. REQ is created and approved
2. REQ is assigned to a Buyer
3. Buyer reviews for accuracy requests/obtains missing information
4. Purchase Order is dispatched and sent to vendor
5. Warehouse Receives the items (Goods)
6. Invoice gets sent to Accounts Payable
7. Accounts Payable process payment
Purchase Orders

A REQ-to-Check Notification will automatically be sent to requester once the PO has been dispatched to vendor (email or faxed)

Items that take longer to process:

**Information Technology:** request must be approved through TeamDynamix before a Purchase Order can be released

**Services:** Insurance must be on file before a PO can be released

**Contracts/Agreements:** Procurement will need to review and sign agreement prior to releasing a PO

Purchase Order will be placed on HOLD until all items are received.
Q & A