Purchase Orders

Purchase Order Processing with the budget checking process

START

Need for purchase order

Are there enough funds?
- No → Does dept decide to continue with purchase?
  - Yes → Department requests budget transfer
  - No → END
- Yes → Use on-line requisition?
  - No → Approved requisition sent to Purchasing
  - Yes → Department creates requisition in Banner

Department creates requisition in Banner →
Are there enough available funds?
- Yes → Requisition electronically approved by department → Approved requisition sent to Purchasing
- No → Department receives Banner warning when attempting to submit requisition → Does department decide to continue with purchase?
  - Yes → Department requests budget transfer
  - No → Requisition cancelled → END

Approved requisition sent to Purchasing → Purchasing enters requisition in Banner →
Are there enough available funds?
- Yes → Requisition approved by fund accountant → Purchase order created by Purchasing → Standard purchasing and accounting processes continue from here → END
- No → Purchasing receives Banner warning when trying to submit requisition → Does Purchasing notify dept of lack of funds?
  - Yes → Department ignores warning and completes requisition → Fund accountant receives warning when reviewing approval queue → Fund accountant notifies department of lack of funds
  - No → Requisition completed by Purchasing → Fund accountant receives warning when reviewing approval queue

Was this an online requisition?
- Yes
- No