Procurement Process Overview

The procurement process involves all the steps required to make a purchase of goods or services. This includes selecting a supplier, creating a requisition which sources into a purchase order, receiving the order, and finally paying for goods or services.

**Supplier Record**
Record set up in the Enterprise Financial System (EFS) capturing information about the supplier.

**Requisition**
Internal document capturing request for purchasing goods or services.

- Requisition Created (Requisition Preparer)
- Requisition Approved (Approver)
- Budget Check (System)
- Sourcing (System)

**Purchase Order**
Formal contract sent directly to supplier requesting goods or services.

- PO Created (System)
- PO Approved (System, OR Approver if a Change Order)
- Budget Check (System or Proc. Spec.)
- PO Dispatched (System or Proc. Spec.)

**Receipt**
Enter receipt(s) of goods or services in EFS.

- Non-Assets Received (Receiver)
- Assets Received (Proc. Specialist)
- Budget Check (System or Proc. Spec.)

**Voucher**
Transaction to facilitate paying the supplier for provided goods or services.

- Voucher Created (Voucher Specialist)
- Match Process (System)
- Budget Check (System)
- Payment Issued (System)