



PO APPROVAL PROCESS

10 STEPS FROM REQUISITION TO PURCHASE ORDER

STEP 1: The *Campus Contact* obtains a quote describing what needs to be purchased including details of the item; the vendor; the price; the account number to be used; etc.

STEP 2: The *Campus Contact* logs into *Skyward Finance* under the *Purchasing* tab and begins to fill in the information needed to create a requisition. (see *Requisition Instructions*) If the vendor is not already listed in the system, they will need to submit a vendor request. (see *Vendor Request Instructions*)

STEP 3: The *Campus Contact* submits the requisition for approval making sure there are funds available in the account used and that there is a valid quote or documentation attached.

STEP 4: The *Purchasing Coordinator* approves the requisition after ensuring the vendor and pricing match the quote; the appropriate account is used; a commodity code is assigned; the coop is noted if applicable; and the correct approvers are in line to review it.

STEP 5: The *Budget Manager* on the account is next in line to approve it.

STEP 6: The *Technology Department* is next if it is a technological item being purchased.

STEP 7: The *Business Office Manager* is next in line to approve it.

STEP 8: The *Director of Finance* is the final approver. If the requisition is lucky enough to earn this approval, it has officially become a Purchase Order or as we like to call it – **a PO!**

STEP 9: At the end of each business day, the *Purchasing Coordinator* will print all PO's approved that day - one copy for the *Accounts Payable Department* and one pink copy for the *Campus*.

STEP 10: The next morning all the pink copies of the PO's are hand delivered to the appropriate *Campus Contact* where they can be used to place the orders.