

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Alpine Manual Requisition Process.

Date: July 27, 2005

Time: 1:00 PM

Location: SR207

Participants: Entire Finance Team

Session Lead: Patty Roach – BPA, Liliana M./Leslie M.-Narrative

Narrative/Description: First the end-user downloads the online (purchasing web site) requisition form and fills it up with relevant information. The end user submits the requisition to the account manager for approval. Account manager reviews his/her budget before approving the purchase requisition. After being approved by the account manager, there is a VP-approval check. If it needs VP approval then it is sent to the VP's office. If it is not approved by VP then it is returned to the department. If approved by the VP and/or account manager then the requisition is sent to the purchasing department by that office.

Electronic Inputs:

Manual/Paper Inputs: Hard copy form can be downloaded from the Purchasing web site or it can be requested from the purchasing department.

Key Decision Points (list all): If a VP approval is needed then this process should belong to the online requisition.

Related Policy(s):

Interface to Other Systems:

Web Features:

Electronic Outputs:

Manual/Paper Outputs: No outputs

Customer(s):

Regulatory Items:

Frequency/Volume: 4500 forms /year

Potential Break Points:

Automation:

Issues: