

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Alpine Online Requisition Process

Date: July 27, 2005

Time: 2:00 PM

Location: SR207

Participants: Entire Finance Team

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

Narrative/Description: Alpine end-user desire to buy an item. End-user enters an online requisition on the FRS system. The system will check for budget available. If there is not enough money the system will stop the process. The end user contacts the account manager for resolution. If there is not resolution then the requisition is removed from the FRS system. If there issue is resolved then it goes back to the budget-available check. If there is budget available then the requisition is returned to the approval queue. If document approved (online) by the account manager then it is submitted to purchasing for process if not, then document is removed from the FRS/Purchasing system.

Electronic Inputs: Information is entered online in the FRS/Purchasing system.

Manual/Paper Inputs: none

Key Decision Points (list all): Budget availability and approvals.

Related Policy(s): Purchasing and/or Budget department have the capability to modify the override flag in the purchasing and requisition system that allows the requisition with no-available budget to process. Online requisition is not currently mandatory.

Interface to Other Systems:

Web Features:

Electronic Outputs: Two weekly focus reports (POREQ.fex and ROM009.fex) are run for requisition-management purposes.

Manual/Paper Outputs: none

Customer(s): End-users.

Regulatory Items: non-compliance purchases.

Frequency/Volume: 50 requisitions / year

Potential Break Points: Budget availability. No online approval. Cancelled requisition not removed from FRS.

Automation:

Issues: Budget availability for Revenue, Service, Grants, and Club accounts. Special approval signatures. End-user training.