

Sul Ross State University  
Business Process Analysis – Finance Module

**Process Name:** RGC Distribution Process

**Date:** 7/28/05

**Time:** 9:10 am

**Location:** SR207

**Participants:** Entire Finance Team

**Session Lead:** Jeanette Pulliam BPA, Cat - Narrative

**Narrative/Description:** Contact end user/customer for pick up. End user signs for delivery. End user takes package and receiving documents back to department. End user returns pink slip over to BOAs, end user keeps green slip for records. BOA enters information into (Excel) log. If user does not return pink copy, BOAs follow through by contacting department. Departments are also contacted with Open PO report. If invoice is received by Accounting before order is complete, end user is contacted by Business Operations for status information.

**Electronic Inputs:** Pink copy returned from receiving department (end user) – receiving forms completed and entered into FRS. Open PO report.

**Manual/Paper Inputs:** Pink copy of Purchase Order, Excel log

**Key Decision Points (list all):** Pink copy – document trail.

**Related Policy(s):** SRSU Distribution policy – not open boxes for Departments unless specifically requested by receiving department.

**Interface to Other Systems:** Excel

**Web Features:**

**Electronic Outputs:**

**Manual/Paper Outputs:** Signature log

**Customer(s):** Academic and Administrative Departments

**Regulatory Items:** Freight claims must be filed within 15 days.

**Frequency/Volume:** 1,500 approx. per year

**Potential Break Points:** End user/customer does not return receiving documents in a timely fashion.

**Automation:**

**Issues:** Should RGC BOAs scan into ImageNow receiving documents? Large deliveries related to new construction projects (Uvalde pending).