

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: End User Picks Up Merchandise

Date: 10-11-2005

Time: 9:00

Location: UC Executive Conference Room

Participants: Patty, Laura, Jessie

Session Lead: Laura

Narrative/Description: The department picks up white copy of purchase order from Purchasing. The department goes to vendor with purchase order and picks up merchandise. The three-way match is not needed due to the Accounting department verifying signatures when the end-user sends invoice after purchase has been made. Another instance is when an advanced payment is needed. A check with order is initiated after the end user provides a pro-forma invoice ahead of time. Accounting will complete the transaction and notifies the end user when the check is ready. The end user will deliver the check and pick up the merchandise. The physical plant has exceptions on this process by having the vendor set up an authorized buyer list internal to the physical plant purchases. The Physical Plant has set up an authorization card with True Value. The administrative secretary has an authorization card in place to allow employees use the account.

Electronic Inputs: Online Requisitions

Manual/Paper Inputs: Paper Requisitions and Invoices

Key Decision Points (list all): Purchase order type, Receiving Signature, Invoice available for a Check with order purchase.

Related Policy(s):

Interface to Other Systems: None

Web Features: None

Electronic Outputs: None

Manual/Paper Outputs: Purchase Order, Check, Voucher

Customer(s): Department, Vendor

Regulatory Items: None

Frequency/Volume: 600 per year

Potential Break Points: End user does not return invoice to Accounting, End user does not sign invoice, and End user picks up merchandise without generating a purchase order.

Automation: None

Issues: Departments using blanket orders for purchases not initially authorized by the initial purchase orders. End user not forwarding invoices to Accounting.