Sul Ross State University
Business Process Analysis – Finance Module
Grants – Purchase Approval from non-SRSU Entities

1. SRSU receives sub-award from a primary recipient
2. SRSU PI/PD needs to buy goods/services
3. PI/PD sends Purchase Requisition to primary recipient (primary) for approval
4. Is requisition approved?
   - Yes: Primary sends signed approval back to PI/PD
   - No: PI/PD modifies and resubmits or requisition is cancelled
5. PI/PD submits requisition to Purchasing
6. Requisition follows normal SRSU Purchasing Procedures
7. PI/PD submits follow-up to Primary explaining how goods/service met grant objectives