Process Name: Purchase Approval from Non-SRSU Entities  
Date: 9/15/05  
Time: 11:30 a.m.  
Location: SRSU Executive Conference Room  
Participants: John Young, Cindy Johnson, Patty Roach, Anita Wright, Kevin Urbanczyk, Kendall Craig, Tanya Romero  
Session Lead: John Young, Visio; Tanya Romero, Narrative  

Narrative/Description: SRSU receives sub-award from a primary awardee. SRSU PI/PD needs to buy goods/services. PI/PD sends Purchase Requisition to primary recipient for approval. PI/PD receives notification to proceed or not. If requisition is not approved, the PI/PD modifies and resubmits or requisition may be denied by primary. If the requisition is approved, PI/PD submits requisition to Purchasing for processing. Requisition follows normal SRSU Purchasing Procedures. PI/PD submits follow-up to Primary explaining how goods/services met grant objectives.  

Electronic Inputs: None  
Manual/Paper Inputs: Purchase Requisition  
Key Decision Points (list all): Is req. approved by primary.  
Related Policy(s): SRSU Purchasing polices, grantor purchasing polices  
Interface to Other Systems: Excel, FRS  
Web Features: None  
Electronic Outputs: None  
Manual/Paper Outputs: Requisition  
Customer(s): Primary, Purchasing, PI/PD  
Regulatory Items: Grantor policies, State Purchasing guidelines  
Frequency/Volume: 20 annually  
Potential Break Points: Requisition not approved by primary, no available budget  
Automation: None  
Issues: Primary over estimates available funds.