

Sul Ross State University
Business Process Analysis – Finance Module

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.