

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: BPA Purchasing Master Orders

Date: 10/13/05

Time: 8:00

Location: Executive Conference Room

Participants: Patty Roach, JoAnn Wolf, Noe Hernandez

Session Lead: Patty Roach

Narrative/Description: Noe Hernandez

Purchasing Department receives a requisition for a multi-year contract purchase (i.e. copier lease). Master orders are only used with a multi-year contract, because a master order does not encumber funds. The requisition is entered in FRS using the master order screens and is printed the next day. A purchase order (for encumbrance purposes only) is created from that master order for the current FY. The package is given to the director to approve. The approved package is then given to the secretary for separating and filing. The white copy of the master order goes to the vendor (that gets the order placed). The blue copy of the master order is scanned and linked to screen 260 in FRS. The hard copies of the master order go to senior buyer. The purchase order is issued for internal use only. Copies of the purchase order are distributed to the departments. The blue copy is scanned and linked to screen 220, and filed for 30 days.

A new internal purchase order is created each FY to encumber funds. This is done by transferring the information from the master order screens to the purchase order screens. When the multi-year contract expires, the hard copy file can be shredded. In the case of the renewal orders the master order is not sent to the vendor in subsequent years of the contract.

Electronic Inputs: Online requisitions

Manual/Paper Inputs: Paper requisitions and contracts

Key Decision Points (list all): is it a new or a renewal order

Related Policy(s): See Purchasing BPA

Interface to Other Systems: See Purchasing BPA

Web Features: See Purchasing BPA

Electronic Outputs: See Purchasing BPA

Manual/Paper Outputs: See Purchasing BPA

Customer(s): See Purchasing BPA

Regulatory Items: See Purchasing BPA

Frequency/Volume: 20

Potential Break Points: Contract expired, no funds, do not receive a renewal requisition, department dissolved (i.e. Title V), accounting receives invoices before new purchase order is in place (see Xerox BPA)

Automation: None (we want automation)

Issues: Cumbersome process. Sometimes the contracts are not accurate (i.e. contracts specify a beginning date when invoices actually have a different date, again see Xerox

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BPA). Automatic increases to the contract are not calculated. Lack of real-time availability.