

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: BPA FIN Non-Compliant Purchases

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

A non-compliant purchase occurs when a department has ordered something without a purchase order or without a purchasing card. If a requisition is submitted, it is not recorded in the excel spreadsheet. A buyer completes a non-compliant purchase form and returns it to the secretary for scanning. The secretary makes a note on the image and returns the originals to the end-user for completion. The end-user returns the completed form to the purchasing office. The form is then forwarded to the appropriate VP for signature and account information (if the original account was a state account) and the note in imaging is updated at that point. When the VP returns the completed form to purchasing, the note in imaging is updated once again and the completed Non-compliant form and any attachments are sent to accounts payable. Non-compliant forms are paid on local accounts using screen 104 (see Accounts Payable BPA). A purchase order is not issued. If the non-compliant purchase is discovered after the purchase order is printed, the purchase order is deleted in FRS and noted on the requisition log (spreadsheet).

Electronic Inputs: Possibly online requisitions

Manual/Paper Inputs: Requisition, Invoices, E-mail

Key Decision Points (list all): Has it been entered in the log, has a purchase order been issued

Related Policy(s): Administrative Policy Manual

Interface to Other Systems: ImageNow, Excel

Web Features: None

Electronic Outputs: None

Manual/Paper Outputs: Non-Compliant Form and supporting documentation

Customer(s): Departments, Taxpayers, Vendors, Executive Committee, Purchasing Department, Accounts Payable

Regulatory Items: State of Texas Regulatory items, Comptroller of Public Accounts Rules

Frequency/Volume: 60 per year

Potential Break Points: Non-compliant form is never returned, VP does not return completed forms

Automation: None

Issues: No consistent follow up on status of non-compliant purchases, departments believe that if they have a requisition on hand or turn in (or intent) to the purchasing department, that it is ok to order goods or services.