

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: RGC Manual Requisition

Date: 07/27/2005

Time: 14:45

Location: ACR207 (Alpine)

Participants:

Session Lead:

**Narrative/Description:** End-user creates manual requisition form. Submit to account manager for budget verification or approval. Manager verifies and approves or rejects req. If approved, check to see if items need VP approval. If VP approval is needed, submit to VP for approval or rejection. If rejected, requisition form is sent back to department (end process). If VP approved, requisition form is sent back to department who then sends it to BOA for input into system. BOA checks for any missing information and appropriate approval signature. If missing information, BOA contacts department for corrections or returns requisition to department. If correct enter into FRS. If budget has insufficient funds, the department and or budget office is contacted for resolution. If issues have not been resolved, requisition is deleted from system. If budget is available, BOA determines if documents must be scanned. The following documents must be scanned: Requisitions requiring special signatures, support documentation for a requisition (i.e., Vendor quotes, registration forms, proforma invoice). BOA scans documents into ImageNow system and links them to FRS screen 250. Then BOD reviews requisition online (FRS) for approval. If not approved, requisition is sent back to BOA for follow up with department. Using FRS BOD checks to see if new account, order information, shipping information, time sensitive materials and any necessary information need before sending to purchasing (Robert). If approved by Carolyn then she submits to purchasing.

**Electronic Inputs:** Information is entered in online FRS system. Documents are scanned into the ImageNow system.

**Manual/Paper Inputs:** Paper requisition is kept in a secured book and notated if requisition was cancelled.

**Key Decision Points (list all):** If item needs approval by VP; Budget availability; Scanned documents.

**Related Policy(s):** Any items over \$500 need approval by VP. End-users are not allowed to input documents by choice.

**Interface to Other Systems:** Use ImageNow software to scan VP signed requisitions and link to FRS screen 250

**Web Features:** (Optional online requisition not in use at RGC)

**Electronic Outputs:** Two weekly focus reports (POREQ.fex and ROM009.fex) are run for requisition-management purposes.

**Manual/Paper Outputs:**

**Customer(s):** End-Users, Faculty/Staff

**Regulatory Items:** See policy

**Frequency/Volume:** 1500 annually

**Potential Break Points:** Budget availability. No online approval. Cancelled requisition not removed from FRS. VP not available for signature. System unavailable.

**Automation:** None

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**Issues:** Budget availability for Revenue, Service, Grants, and Club accounts. Special approval signatures. End-user training.