Purchasing cycle

1. Head of budgetary unit fills out a Purchase Requisition form.

2. Purchase Requisition form is sent to the Accounts Payable Office.

3. Purchase Requisition form is reviewed by the Vice President for Business Affairs, or his representative.

4. Purchase Order is produced from approved Purchase Requisition by the Accounts Payable Office.

5. Purchase Order is sent to vendor. Copy of Purchase Order is sent to requisitioning department.

6. Requested items or service received by the College.

7. College billed by vendor.

8. Bill/invoice reviewed and approved by requisitioning department. Approval for Payment Coupon is attached to bill/invoice indicating the account number amount and initials of the approving department head.

9. Approved bill/invoice sent to the Accounts Payable Office.

10. Bill/invoice paid by the Accounts Payable Office

July 1996