

Workshop #2

1. The requestor fills in the purchase requisition form and submit to his manager for approval.
2. The requestor submits the form to the purchasing department.
3. The purchasing officer checks the form for completeness. If not complete, the form is returned to the requester.
4. The form is then routed based on the following rules for approval:
 - If the amount is greater than \$100K → Department Head
 - If the amount is greater than \$250K → Division Head
 - If the amount is greater than \$500K → VP Operations
 - If the amount is greater than \$1 million → CEO
5. The completed form is then routed back to the purchaser. She will raise a PO in the system, print the PO and fax the PO to the supplier.