Submit requisition

Does requisition need an ICA? (Refer to Purchase of Services Chart of Required Documents)

- yes
  - Submit ICA to Business Services
    - VPAS reviews and approves ICA
    - Administrative Secretary notifies Business Services Supervisor that ICA is approved
    - Business Services Supervisor reviews and approves requisition
      - Business Services Supervisor notifies Administrative Secretary that requisition is approved
        - Does the requisition have an ICA?
          - yes
            - Business Services Supervisor notifies Administrative Secretary that requisition is approved
              - Administrative Secretary emails a scan of the signed ICA to DO Purchasing and ICA Originator notifying them that the ICA and requisition are approved
              - Requisition and ICA are reviewed by DO Purchasing. If approved, a Purchase Order/Blanket Purchase Order is created.
          - no
            - Requisition forwarded directly to DO Purchasing
              - Requisition and ICA are reviewed by DO Purchasing. If approved, a Purchase Order/Blanket Purchase Order is created.

- no
  - Email quote to Business Services Supervisor DO Purchasing with requisition number
    - Business Services Supervisor reviews and approves requisition
      - Business Services Supervisor notifies Administrative Secretary that requisition is approved
        - Administrative Secretary emails a scan of the signed ICA to DO Purchasing and ICA Originator notifying them that the ICA and requisition are approved
        - Requisition and ICA are reviewed by DO Purchasing. If approved, a Purchase Order/Blanket Purchase Order is created.

If requisition does not have an ICA:

- Requisition forwarded directly to DO Purchasing
  - Requisition and ICA are reviewed by DO Purchasing. If approved, a Purchase Order/Blanket Purchase Order is created.

NOTE:
- Include with ICA: Quote, W9 if new vendor, Insurance if available
- If ICA is not approved, Administrative Secretary will contact ICA Originator