

Non-PO Payment REQ Workflow

	REQ Condition(s)	Responsible Party	Action(s)
1	ALL REQS	Requester	Prepares and submits requisition
2	ALL REQS	Purpose Code Approver ("COA")	Reviews requisition and approves
3	If REQ = \$5,000+	Dept. Purchasing Specialist	Reviews requisition and approves
4	If REQ is funded by a grant	Grants Approver	Reviews requisition and approves
5	ALL REQS	UDX	Routes REQ to "Non-PO Payment Requests" Folder <i>(accessible by Procurement Management for assignment)</i>
6	ALL REQS	Procurement Approver #1 (AP Staff)	Reviews requisition and approves
7	If REQ = \$100,000+	Procurement Approver #2 (AP Manager)	Reviews requisition and approves
8	If REQ = \$250,000+	Procurement Approver #3 (CPO)	Reviews requisition and approves
9	If REQ = \$100,000+**	VP/Dean	Reviews requisition and approves
10	If REQ = \$250,000+**	EVP/Provost	Reviews requisition and approves
11	If REQ = \$1,500,000+**	President	Reviews requisition and approves
12	ALL REQS	UDX	Processes payment: UDX >>> PeopleSoft

END OF PROCESS

** - and no UDX contract linked, or not Employee Benefit (NP-EMPBEN) or Utility (NP-UTILITY) payment