**“Req to Check” Process**

1. **Department**  
   Department wants to order goods/services

2. **User**  
   Budget reviewed  
   FGIBDST (Admin Pages) or Budget Query (SSB)

3. **User**  
   Budget Transfer if Needed  
   Budget Transfer (SSB) - Regular Accounts or Paper Form-Grants

4. **User**  
   Requisition created  
   FPAREQN (Admin Pages) or Requisition (SSB)

5. **User**  
   Supporting documents sent to Purchasing via email or fax  
   (Quotes, New Vendor info etc...)

6. **Purchasing**  
   Requisition is converted to a Purchase Order and PO number is assigned.

7. **Purchasing**  
   Purchase Order document is emailed to user.

8. **User**  
   Purchase Order is mailed, emailed or faxed to vendor except any order over $30,000, Office Depot or IT orders

9. **Department**  
   Goods/services are physically received in department

10. **User**  
    Goods/services are received in Banner FPARCVD (Admin Pages only)

11. **Accounts Payable**  
    Invoice is sent to Accounts Payable  
    user can confirm in FOIDOCH (Admin Pages) or View Document in SSB

12. **Accounts Payable**  
    Check is sent to vendor via mail or electronic transmission  
    User can confirm in FOIDOCH (Admin Pages)