Appendix A

“Req to Check” Process

1. **Department**
   - Department wants to order goods and/or services.

2. **User**
   - Budget is reviewed in FGIBDST (B9AP) or Budget Query (SSB)

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

4. **User**
   - Requisition created FPAREQN (B9AP) or Requisition (SSB)

5. **User**
   - Supporting documents sent to requisitions@rowan.edu (Quotes, New Vendor info etc...)

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

7. **Procurement**
   - Purchase Order document is emailed to user.

8. **User**
   - Purchase Order is mailed, emailed or faxed to vendor with exceptions (including over $30,000, Office Depot, IT orders etc.).

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

10. **User**
    - Goods/services are received in Banner FPARCVD (B9AP)

11. **Accounts Payable**
    - Invoice is sent by vendor or user to invoices@rowan.edu. User notified by email and can confirm in FOIDOCH (B9AP) or View Document (SSB)

12. **Accounts Payable**
    - Check is sent to vendor via mail or electronic transmission Confirm in FOIDOCH (B9AP) or View Document (SSB)