Flow Chart for Requisitions

- Requisitions are sent to Purchasing.
  - Purchasing determines if documentation is sufficient.
    - YES: Purchasing creates purchase order (PO).
    - NO: Rejected and sent to originating department.
  - Purchasing system checks for BBA and PO awaits invoice and receipt.
    - NO: Sent to Central Audit to determine if they can override BBA.
    - YES: Disbursement Services enters invoice to PO.
      - NO: Disbursement Services determines if tax applies.
        - YES: Disbursement Services applies tax to the invoice.
        - NO: Rejected and sent to originating department.
      - YES: Disbursement Services determines if documentation is sufficient.
        - NO: Rejected and sent to originating department.
        - YES: Disbursement Services posts payment to FRS and encumbrance is liquidated.