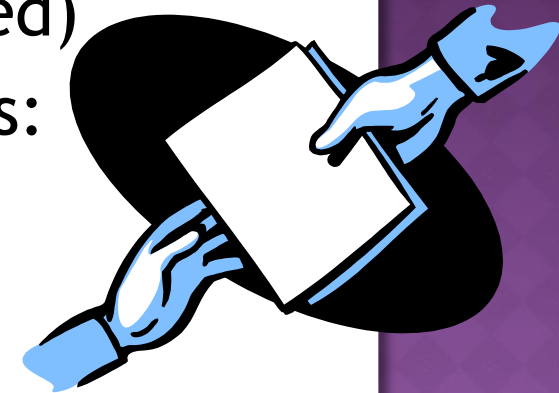


STANDARD PURCHASE PROCESS FLOW

1. Create Requisition On-Line (Una Portal)
2. Forward Signed Requisition Copy to Procurement Office (include 2 copies of documents that detail item(s) needed)
3. Purchase Order is printed in 3 copies:
White Copy – Vendor
Blue Copy – Requisitioner
Pink Copy – Accounts Payable
4. Upon receipt of goods/services sign the Blue copy & forward to Accounts Payable to authorize payment.



Time Required - 1 Week