Flow Chart of PO Process

```
┌──────────────┐   ┌───────────────────┐
│  Ad Hoc FYI  │   │ Ad Hoc Acknowledge│
└──────────────┘   └───────────────────┘
         ▲                  ▲
                                    ┌──────────────┐
                                    │ Ad Hoc Approve│
                                    └──────────────┘
```

Goods or services are needed. Department creates requisition and submits to FO for review.

Business Office reviews the Requisition.

Account Supervisor reviews the Requisition.

Business Office approves and converts to a PO, and prints PO.

Department receives goods or services. If the department receives the invoice, they sign off and forward to the Business Office.

Business Office receives the invoice and verifies that the Department certifies goods and services are received.

Invoice is processed by Disbursing and sends payment document to FO.

FO approves payment

Final payment – all goods or services received

Partial payment – not all goods or services received