

California State University Fullerton Requisition to Purchase Order to Invoice Overview



Contracts and Procurement

- ✓ Receives requisition. Assigns a buyer.
Note: If request cannot be processed, C&P will notify requestor and cancel requisition.
- ✓ Buyer reviews requisition. Confirms pricing or obtains additional quotes from vendor. Generates purchase order.



Department completes requisition in CMS.
3 processing options

1. CMS data entry and approval through CMS.
2. For IT acquisitions \$100,000 or higher: CMS data entry > print requisition > obtain CITO or CITO/CFO approval > attach requisition in CMS > approve.
3. Limited use by division: Complete manual requisition available through Informed Filler.

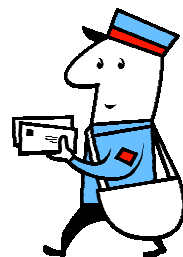


Approver receives email.
Approves/Returns request

If request returned, send back to department.



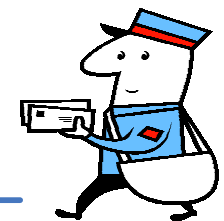
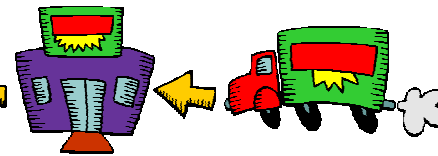
Invoice paid



Invoice submitted to Accounts Payable.



Goods delivered to requestor



Purchase Order forwarded to vendor via mail or fax.