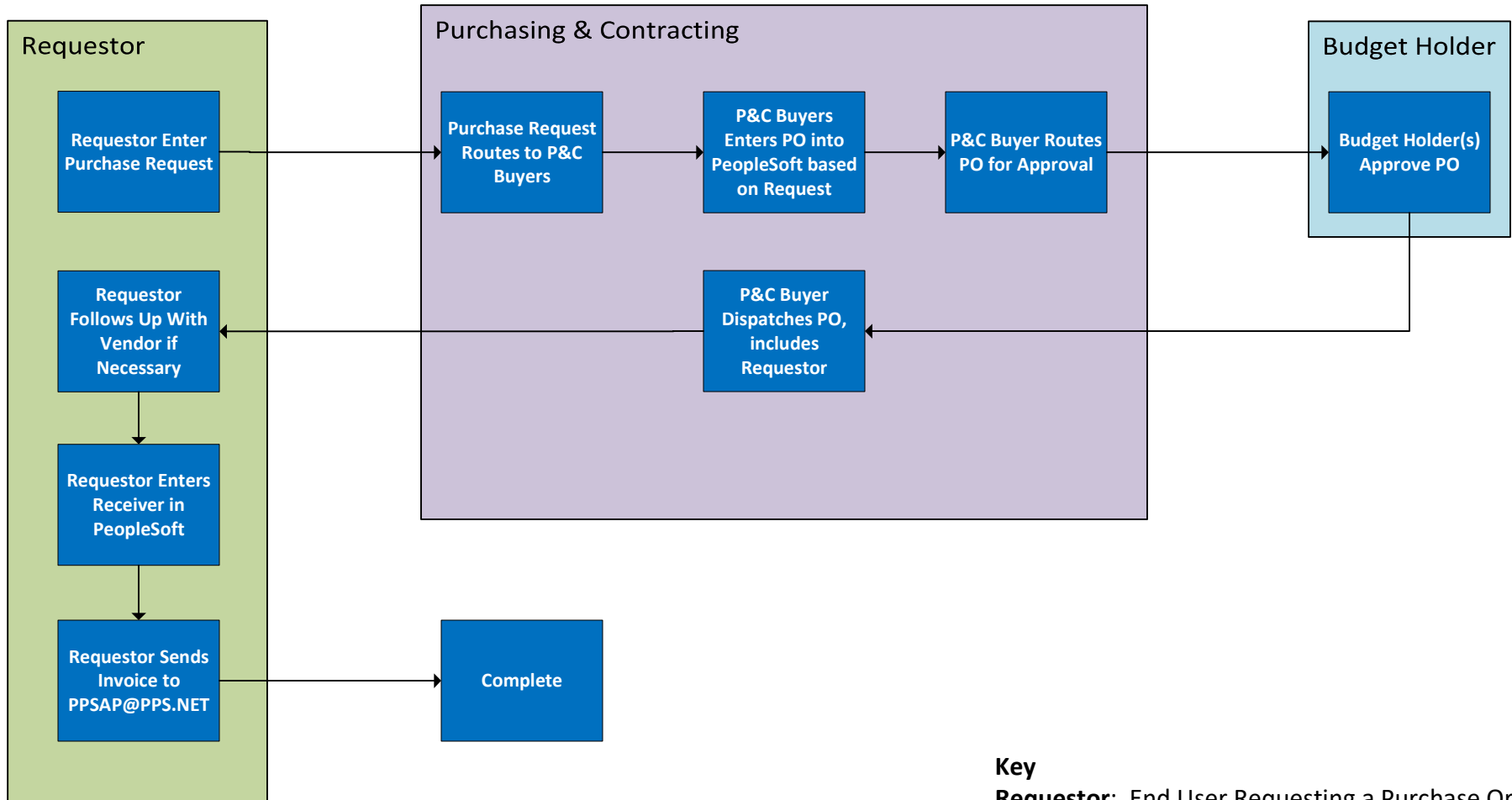


PURCHASE ORDER PURCHASE REQUEST PROCESS



Key

Requestor: End User Requesting a Purchase Order

Purchasing & Contracting: Buyers in Purchasing & Contracting with authority to enter and dispatch POs

Budget Holder: Staff in District designated as Budget Holders or those with delegated budget approval authority in PeopleSoft Financials