LIFE OF A REQUISITION

Order Entered into MUNIS

Requisition Released for review

Invoice sent to Accounts Payable

START: Requisition to Purchase Form Completed

Order is Converted OR Rejected

Order checked and received in MUNIS

Waiting on Delivery

JCPS

LIFE OF A REQUISITION

Entry
- Requisition Entry*
- Attach any documents (Quotes, Addendums, PSC's, etc)
- *Release* the Requisition

Approval
- Final authority to review is Purchasing - if *correct*, Purchasing will convert your requisition into a PO. Purchasing fills orders with vendors on your behalf!
- If *incorrect,* your requisition will be Rejected with an explanation of what needs to be corrected. *Activate, Correct, and Re-release*

Delivery
- Physically check all packages and verify contents (Software, subscriptions, or any electronic goods - verify web access before receiving)
- Complete *receiving* in MUNIS**
- File all paperwork in your MUNIS folders Alphabetically by vendor name

Payment
- Accounts Payable *should* receive the invoice from the vendor and pay from completed receiving in MUNIS.
- *IF* you receive an invoice - email it to the accounts payable email address referencing the PO# and vendor name in the subject line of the email

Report
- Follow up on open purchase orders via Open PO Report - *monthly****
- Reference the 3-way match document***

*Reference MUNIS Lab videos on the Finance Training Website for instructions on entering our order into MUNIS.

**Reference receiving videos on the Finance Training Website.

***Quick Refence and video available on the Finance Training Website.