Requisition Workflow

Requesting Department determines need for goods and/or services

Requesting Department obtains quotes, or completes bid/RFP

Requesting Department collects required documents – COI, Financial Disclosures, Vendor Info Form, etc.

When applicable, Requesting Department completes the Contract Template and collects the vendor’s signature

Requesting Department enters requisition in CSU Buy and uploads all documentation collected

CSU Buy routes the requisition for approvals based on who is purchasing, what is being purchased, and the amount

When applicable, CSU’s Legal Department reviews contracts, and approved contracts are routed for signature by Purchasing

After all requirements are satisfied and all approvals are received, the PO is dispatched to the vendor

The vendor delivers goods and/or services to CSU

Central Receiving receives goods, Requesting Department receives goods and/or services - the receiver performs a “Receipt” in CSU Buy

Vendor invoices CSU

With a three way match (purchase order, receipt, and invoice), payment is issued to the vendor