

Procurement Process Separation of Duties: To ensure proper separation, duties are separated by color. Employee(s) carrying out duties in pink boxes may not participate in duties in purple boxes, and vice versa.

	Request to purchase and approval	Order	Receiving	Payment	Budget Review
Controls	<p>Only designated employees should have access to purchase supplies for a particular budget</p>	<p>Only employees with approved access may use certain purchase methods</p>	<p>Employee other than the one who ordered should review and receive order</p>	<p>Employee other than the one who ordered should authorize payment</p>	
	<p>Request for purchase made in person, writing, or email</p> <p>Determine cost/budget estimate OR Event plan</p> <p>Approval of funding source</p>	<p>Large dollar purchases: PAS</p> <p>No dollar limit, built-in controls: eProcurement eTravel</p> <p>Small dollar purchases: ProCard</p> <p>Travel: CTA</p> <p>Foreign Operations: Field Advance</p> <p>Small misc purchases, payments to research subjects: Revolving Fund</p>	<p>Receive goods/services</p>	<p>Authorize payment (For PAS, alert Accounts Payable if you do NOT want invoice paid (under \$10K); for OVER \$10K, send approval)</p>	<p>Reconcile budget transactions in My Financial Desktop</p>
Controls	<p>For Grants and Contracts, only individuals with firsthand knowledge of how purchase benefits research project may request purchase</p> <p>If applicable, approval of purchase to ensure that it is reasonable and necessary. See sample policy for approval thresholds.</p>	<p>Documentation of business purpose is required regardless of purchase method</p>			<p>Reconciler should check for reasonableness of expenses and investigate those outside the norm</p>