Requisition Routing

1. Requisition Initiator
2. Is there a Content Reviewer?
   - Yes: Route to Content Reviewer of Chart/Org on Requisition
   - No: Are the account lines complete?
     - Yes: Route to Account Supervisor on Account(s)
     - No: Return to Initiator Action List for account entry

If the initiator or the content reviewer is also the FO or delegate, the document will not route to the Fiscal Officer.

Requisition Final/Creates Purchase Order

Purchase Order Routing

1. Organization Purchasing Officer
2. Is Cost Source CPAR
   - Yes: Route to Risk Management
   - No: Is this a Risk Management Object Code?
3. Route to Risk Management
4. Is this = or over 25,000?
   - Yes: Route to Central Procurement
   - No: Is this a Real Property Object Code?
5. Route to Central Procurement

If the initiator or the content reviewer is also the FO or delegate, the document will not route to the Fiscal Officer.

FINAL