+

GOODS LESS THAN $25,000.00

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ALL SERVICES + GOODS $25,000.00 OR MORE

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DEPARTMENT

PURCHASING OFFICE

PREPARES REQUISITION

ISSUES PURCHASE ORDER

ACCOUNTS PAYABLE OFFICE

ATTACHES SUPPORTING DOCUMENTATION

PROCESSES INVOICE FOR PAYMENT

OBTAINS REQUIRED DEPARTMENTAL SIGNATURES

WVSAO ISSUES CHECK OR EFT

 EMAILS REQUISITION AND SUPPORTING DOCUMENTATION TO THE PCARD OFFICE AT REQUISITION@GLENVILLE.EDU

UPDATES PCARD

PCARD OFFICE

LOGS REQUISITION

SUBMITS REQUISITION TO CONTROLLER

CONTROLLER SUBMITS REQUISITION TO CFO/CPO

CFO/CPO RETURNS REQUISITIONS TO PCARD OFFICE

EMAILS REQUISITION TO DEPARTMENT

DEPARTMENT

SUBMITS CERTIFICATE OF EXEMPTION TO VENDOR

PAYS FOR GOODS

UPDATES PCARD LOG SHEET

UPDATES PCARD TRANSACTIONS IN OASIS AND ATTACHES THE SUPPORTING DOCUMENTATION

SUBMITS LOG SHEET TO PCARD COORDINATOR

TRAVEL (REIMBURSEMENTS TO TRAVELER)

L

TRAVEL (PAID BY PCARD)

L

TRAVELER

DEPARTMENT

SUBMITS THE TRAVEL EXPENSE ACCOUNT SETTLEMENT FORM WITH THE SUPPORTING DOCUMENTATION TO ACCOUNTS PAYABLE

PREPARES REQUISITION

ATTACHES SUPPORTING DOCUMENTATION

OBTAINS REQUIRED DEPARTMENTAL SIGNATURES

ACCOUNTS PAYABLE PROCESSES THE TRAVEL ACCOUNT EXPENSE SETTLEMENT FORM

 EMAILS REQUISITION AND SUPPORTING DOCUMENTATION TO THE PCARD OFFICE AT REQUISITION@GLENVILLE.EDU

WVSAO ISSUES A CHECK OR EFT

PCARD OFFICE

UPDATES PCARD

LOGS REQUISITION

SUBMITS REQUISITION TO CONTROLLER

CONTROLLER SUBMITS REQUISITION TO CFO/CPO

CFO/CPO RETURNS REQUISITIONS TO PCARD OFFICE

EMAILS REQUISITION TO DEPARTMENT

DEPARTMENT OR TRAVELER

MAKES TRAVEL ARRANGEMENTS OR PAYS FOR TRAVEL EXPENSES

SUBMITS CERTIFICATE OF EXEMPTION TO VENDOR

OBTAINS A RECEIPT FOR EACH TRAVEL EXPENSE

PREPARES A TRAVEL EXPENSE ACCOUNT SETTLEMENT FORM

UPDATES PCARD LOG SHEET

UPDATES PCARD TRANSACTIONS IN OASIS AND ATTACHES THE SUPPORTING DOCUMENTATION

SUBMITS LOG SHEET TO PCARD COORDINATOR

HOSPITALITY (PAID BY PCARD)

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DEPARTMENT

PREPARES REQUISITION

ATTACHES SUPPORTING DOCUMENTATION

OBTAINS REQUIRED DEPARTMENTAL SIGNATURES

 EMAILS REQUISITION AND SUPPORTING DOCUMENTATION TO THE PCARD OFFICE AT REQUISITION@GLENVILLE.EDU

UPDATES PCARD

PCARD OFFICE

LOGS REQUISITION

SUBMITS REQUISITION TO CONTROLLER

CONTROLLER SUBMITS REQUISITION TO CFO/CPO

CFO/CPO RETURNS REQUISITIONS TO PCARD OFFICE

EMAILS REQUISITION TO DEPARTMENT

DEPARTMENT

PAYS FOR GOODS OR SERVICES

UPDATES PCARD LOG SHEET

UPDATES PCARD TRANSACTIONS IN OASIS AND ATTACHES THE SUPPORTING DOCUMENTATION

SUBMITS LOG SHEET TO PCARD COORDINATOR

EMPLOYEE REIMBURSEMENT

L

EMPLOYEE REIMBURSEMENT

L

EMPLOYEE

DEPARTMENT

PREPARES EMPLOYEE REIMBURSEMENT FORM

PREPARES REQUISITION

SUBMITS EMPLOYEE REIMBURSEMENT FORM AND SUPPORTING DOCUMENTATION TO ACCOUNTS PAYABLE

ATTACHES SUPPORTING DOCUMENTATION

OBTAINS REQUIRED DEPARTMENTAL SIGNATURES

ACCOUNTS PAYABLE PROCESSES THE EMPLOYEE REIMBURSEMENT FORM

 EMAILS REQUISITION AND SUPPORTING DOCUMENTATION TO THE PCARD OFFICE AT REQUISITION@GLENVILLE.EDU

PCARD OFFICE

WVSAO ISSUES A CHECK OF EFT

LOGS REQUISITION

SUBMITS REQUISITION TO CONTROLLER

CONTROLLER SUBMITS REQUISITION TO CFO/CPO

CFO/CPO RETURNS REQUISITIONS TO PCARD OFFICE

EMAILS REQUISITION TO DEPARTMENT