1. Requestor generates the Purchase Requisition:
   • Requestor Information
   • Vendor Information
   • General Description Information & Comments if applicable

2. Submit for approval thru Approving Authority’s

3. Send approved Purchase requisition via E-mail to Procurement at procurement@tamusa.tamus.edu

4. Procurement will validate Requisition for Supporting Account and object codes.

5. Procurement will then determine the process route either as a LDOC or RDOC.
   • EDOC EXEMPT No Dollar Limit
   • LDOC Under $5000.00
   • RDOC/ PO Over $5000.00
   • RDOC/PO Controlled equipment
   • RDOC/PO Service Agreement that will be billed monthly

6. Process purchase request in FAMIS
   • EDOC EXAMPLE E300001
   • LDOC EXAMPLE L200132
   • RDOC EXAMPLE R20013 /P200132

7. Route Requisitions in FAMIS thru Approving Authority
   • All Requisitions are routed thru Mr. Rick Trezfer
   • Requisition are then Routed thru department Approving Authority

8. Processed and Approved LDOC’s are electronically sent to:
   • Requestor/ Department appointed receiving individuals
   • Vendor
   • Receiving

9. Processed and Approved RDOC’s are converted to PO’s, then electronically sent to:
   • Requestor/ Department appointed receiving individuals
   • Vendor
   • Receiving

10. Procurement maintains all printed file copies of LDOC’s and RDOC’s / PO’s.

11. Vendor will ship all requested products / materials to the Receiving Department.

12. Requested products are shipped to the Receiving Department and are received by receiving in FAMIS. Receiving Department will also tag all controlled equipment with property tags and notify requesting departments to make delivery/pickup arrangements.

13. All Invoices and or packing list are forward to Procurement.

14. Procurement will then finalize all pending LDOC’s and P/O’S, and send required documentation to accounting for payment.

15. Procurement will review all open comments to determine if LDOC / PO have been completely received and paid in full by accounting. Left over funds will then be release and return to the requesting department.