Requestor generates the Purchase Requisition:
- Requestor Information
- Vendor Information
- Specifications and applicable Comments

Submit for approval through Approving Authority's

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

Validate Account & object code

Procurement will validate Requisition for Supporting Account(s) and object code(s).

Procurement will then determine the routing process as either an LDOC or RDOC.
- LDOC Under $5000.00
- RDOC/ PO Over $5000.00
- RDOC/PO Controlled equipment
- RDOC/PO Service Agreement that will be billed monthly

Process purchase request in FAMIS
- LDOC EXAMPLE L200132
- RDOC EXAMPLE R20013/P200132

Route Requisitions in FAMIS through Delegated Approval Authority
- All Requisitions are routed thru Rick Trefzer
- Requisition are then Routed through department delegated Approval Authority

Processed and Approved LDOC’s are electronically sent to:
- Requestor and department delegated receiving individuals
- Vendor
- Receiving
Processed and Approved RDOC’s are converted to purchase orders and electronically sent to:
- Requestor and department delegated receiving individuals
- Vendor
- Receiving

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

Vendors will ship all requested products and or materials to the Texas A&M University- San Antonio Receiving Department.

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.

All Invoices are forward to Accounts Payable.

Accounts Payable verifies receipt of items and issues payment to vendors.