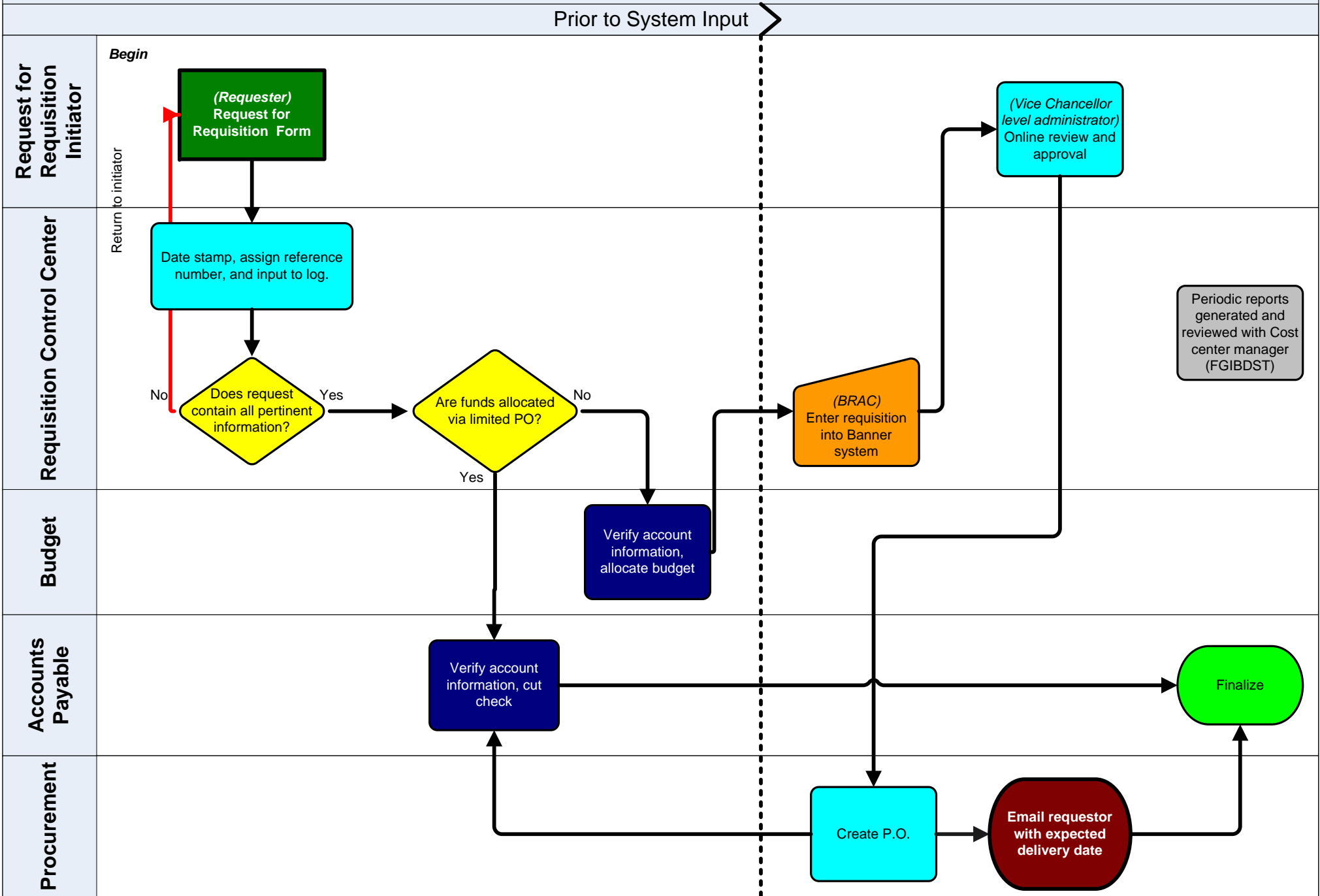


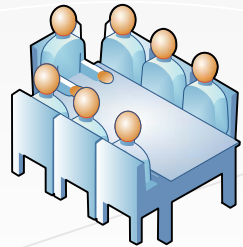
Requisition Control Center Process



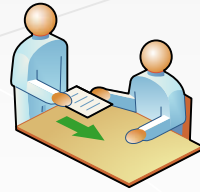
Requisition Process – Instructional Supplies

Spring 2008

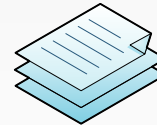
Approved



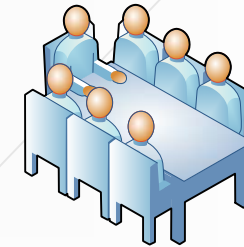
Campus Presidents Conduct Inventory
Of Instructional and Campus
Operations Supplies on Hand



Spring 2008 Instructional Needs
Identified by Each Discipline Must be
Approved by Campus President



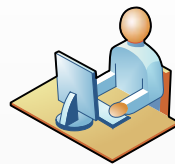
All Requisitions Must be
Prioritized and submitted Via The
Shared Folder
No Later Than: Friday, 10/26/07



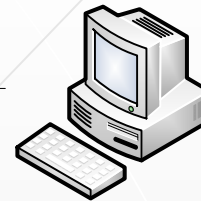
The Academic and Finance Team will
Assess and Evaluate and Approve
Request
No Later Than: Tuesday, 10/30/07



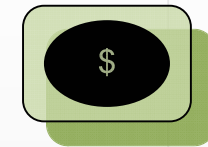
Purchase Will Process
Target Date For Supplies To Be
At Campus By January 7, 2008
But No Later Than: 01/14/08



Banner On-Line Approval Process
No Later Than: Friday, 11/09/07



BRAC (RCC)
RCC Staff Will Enter Requisitions into
Banner
No Later Than: Wednesday, 11/07/07



Finance Will Categorize and
Transfer Funds
No Later Than: Thursday, 11/01/07



Campus Is Responsible for their
Inventory, Reconciliation and
Security of Such Assets.



Presidents Signs Off on Log That
All Requisitioned Supplies Are
Delivered Appropriately