PROCESS - Online Requisitioning

Department

1. Raise requisition

3. Approve requisition

9. Requestor approves (Receipt of product / service)

10. Approval hierarchy (over €3k + discrepancies).

Finance

2. Finance check

4. Convert to PO

5. Email to supplier (CC Requestor)

6. Invoice from supplier

7. Match invoice (to PO)

8. Invoice discrepancies

11. Pay supplier
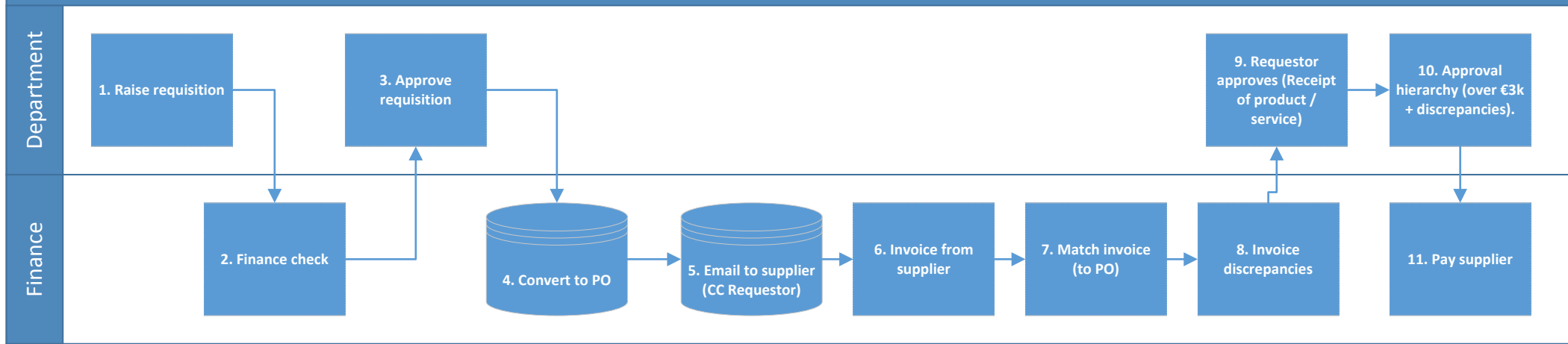
Function

1. RAISE REQUISITION
* Self-service web access. Same as Employee Expenses.
* Rules – 1 req per supplier, per delivery address, per approval hierarchy.
* Distributed model – person receiving the good/service.
* Finance controlled options; supplier, delivery addresses and products /accounts.
* Perform funds check at this point – cannot progress without budget allowance.

2. FINANCE CHECK
* VAT & Coding.
* Rejected back to requestor where appropriate.

3. APPROVE REQUISITION
* Hierarchy Levels

7. > €100,000	-	CEO Group
6. €25,000 to €99,999	-	SMT member
5. €10,000 to €24,999	-	Associate Director (large depts)
4. €5,000 to €9,999	-	Associate Director / Head of Department / PI
3. €3,000 to €4,999	-	Level 3
2. €1,000 - €2,999	-	Level 2
1. €0 - €999	-	Level 1

* No self-approval (next level in hierarchy).

8. INVOICE DISCREPANCIES
* Approval hierarchy – same as Requisition Hierarchy.

* Invoices exactly matching or lower than the PO value -
        - AND less than €3k - Requestor approval only.
        - AND greater than €3k – Requestor AND relevant approval hierarchy.
€3k cut-off point accounts for 90% of overall RCSI purchases.

* Invoices exceeding the PO value –
        - Requestor AND relevant approval hierarchy.