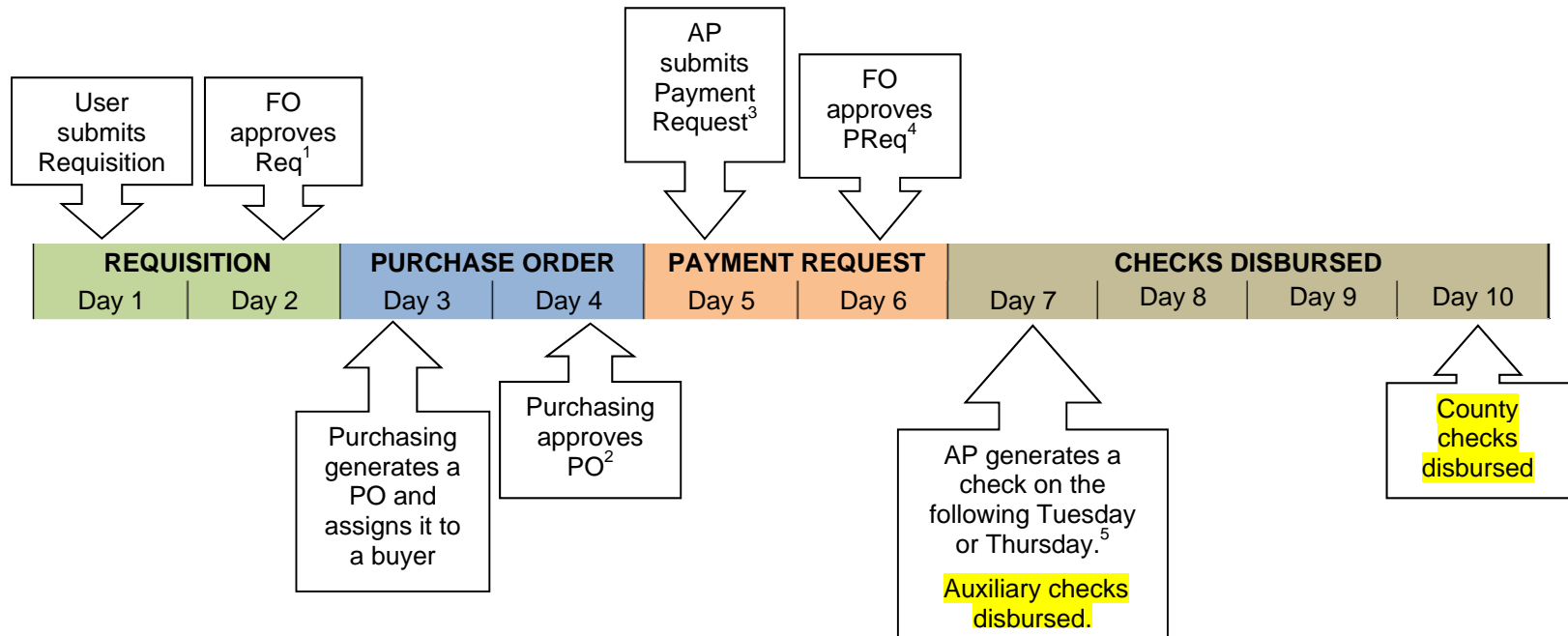


PROCUREMENT & FINANCIAL PROCESSING TIMELINE



- 1 – FO approval can occur the same day as submission, but can take multiple days depending on FO availability and extra routing requirements, i.e. Separation of Duties, Accounting Review, Sub-Account Review, Ad Hoc Approval
- 2 – PO approval can occur the same day as PO generation, but can take weeks depending on the quote process and extra routing requirements, i.e. Budget Review, Tax Review
- 3 – AP cannot submit the Payment Request until the items are received (if goods), and an invoice or satisfactory backup documentation has been received. Depending on the vendor used and/or the items ordered, this can take weeks.
- 4 – Payment Request approval can occur the same day as PReq generation, but can take several days depending on FO availability, overall PReq volume and extra routing requirements, i.e. Sub-Account Review, Object Code Review, Sub-Fund Review, Tax Review, Ad Hoc Approval
- 5 – Checks runs occur weekly on Tuesday and Thursday. Checks generate automatically on the following check run day based on sub-fund used. The County run (Tuesday) includes sub-funds: 1100, 1200, 1300, 2100, 3300, 3400, 3900, 4100, 4200, 6100. All other sub-funds are included in the Auxiliary run (Thursday). Depending on what day the PReq is finalized, it can take up to a week to generate a check. Holidays can cause additional delays.