**Regular Purchases**

- Requester submits req into workflow
- COA Approval
- DPS Approval
- Commodity Approval (incl. C&G if needed)
- Procurement Approval
- VP/Dean
  - EVP/Provost
  - President

**Subawards**

- Requester submits req into workflow
- COA Approval
- DPS Approval
- Grant Approval (SRA)

FINISHED - to PO
FINISHED - to PO
**Regular Purchases**

- Assigns PO number (UDB or UDS)
- Syncs to PeopleSoft

**Subawards**

- Assigns PO number (UDR)
- Syncs to PeopleSoft

**Dispatches to supplier**

**Notifies Research Office**
<table>
<thead>
<tr>
<th><strong>Regular Purchases</strong></th>
<th><strong>Subawards</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>AP enters voucher</td>
<td>RO enters voucher</td>
</tr>
<tr>
<td>Routes to PO owner or DPS for approval (depending on setup)</td>
<td>RO manually routes to Dept Grant Administrator named on Subaward form</td>
</tr>
<tr>
<td>Routes to buyer for credit card payment (if applicable)</td>
<td>Routes to PO Owner (PI) for approval</td>
</tr>
<tr>
<td>Routes to AP for Asset tagging (if applicable)</td>
<td>Routes to Research Office for final approval</td>
</tr>
</tbody>
</table>

**Pays**

**Pays**