<table>
<thead>
<tr>
<th>Regular Purchase Requisitions</th>
<th>Research Office Subaward Requisitions</th>
<th>NIIMBL Subaward Requisitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester submits req into workflow</td>
<td>Requester submits req (Subaward form) into workflow with PI as &quot;Prepared For&quot; user</td>
<td>Requester submits req (NIIMBL subaward form naming Program Manager) into workflow with PI as &quot;Prepared For&quot; user</td>
</tr>
<tr>
<td>COA Approval</td>
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<tr>
<td>DPS Approval</td>
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<tr>
<td>Commodity Approval (incl. C&amp;G or SRA if needed)</td>
<td>Grant Approval (C&amp;G)</td>
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</tr>
<tr>
<td>Procurement Approval</td>
<td>FINISHED - to PO</td>
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</tr>
<tr>
<td>Executive Approval 1</td>
<td></td>
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<tr>
<td>Executive Approval 2</td>
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<tr>
<td>Executive Approval 3</td>
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<tr>
<td>(as required by $)</td>
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</tr>
<tr>
<td>FINISHED - to PO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Regular Purchase Purchase Orders**
- Assigns PO number (UDB or UDS)
- Syncs to PeopleSoft
- Dispatches to supplier
- FINISHED - to voucher

**Research Office Subaward Purchase Orders**
- Assigns PO number (UDR)
- Syncs to PeopleSoft
- Notifies Research Office of PO number
- FINISHED - to voucher

**NIIMBL Subaward Purchase Orders**
- Assigns PO number (UDR)
- Syncs to PeopleSoft
- Notifies NIIMBL Program Manager and financial coordinators of PO number
- FINISHED - to voucher
**Regular Purchases Vouchers**
- AP enters voucher
- Routes to PO owner or DPS for approval (depending on setup)
- Routes to buyer for credit card payment (if applicable)
- Routes to AP for Asset tagging (if applicable)
- Pays

**Research Office Subaward Vouchers**
- RO enters voucher
- RO manually routes to Dept Grant Administrator named on Subaward form
- Routes to PO Owner (PI) for approval
- Routes to Research Office for final approval
- Pays

**NIIMBL Subaward Vouchers**
- NIIMBL enters voucher
- NIIMBL manually routes to Dept Grant Administrator named on Subaward form
- PM manually adds correct Science Program Manager as ad hoc approver for approval
- Routes to COA for approval
- Routes to PO Owner (PI) for approval
- Routes to NIIMBL SRA for final approval
- Pays