**Regular Purchase Requisitions**

Requester submits req into workflow

COA Approval

DPS Approval

Commodity Approval (incl. C&G or SRA if needed)

Procurement Approval

**Research Office Subaward Requisitions**

Requester submits req (Subaward form) into workflow with PI as "Prepared For" user

COA Approval

DPS Approval

Grant Approval (C&G)

FINISHED - to PO

**NIIMBL Subaward Requisitions**

Requester submits req (NIIMBL subaward form naming Program Manager) into workflow with PI as "Prepared For" user

COA Approval

DPS Approval

Grant Approval (C&G)

FINISHED - to PO
<table>
<thead>
<tr>
<th>Regular Purchase Purchase Orders</th>
<th>Research Office Subaward Purchase Orders</th>
<th>NIIMBL Subaward Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigns PO number (UDB or UDS)</td>
<td>Assigns PO number (UDR)</td>
<td>Assigns PO number (UDR)</td>
</tr>
<tr>
<td>Syncs to PeopleSoft</td>
<td>Syncs to PeopleSoft</td>
<td>Syncs to PeopleSoft</td>
</tr>
<tr>
<td>Dispatches to supplier</td>
<td>Notifies Research Office of PO number</td>
<td>Notifies NIIMBL Program Manager and financial coordinators of PO number</td>
</tr>
<tr>
<td>FINISHED - to voucher</td>
<td>FINISHED - to voucher</td>
<td>FINISHED - to voucher</td>
</tr>
</tbody>
</table>
### Subaward-Specific Workflow

#### 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
- PM manually adds correct Science Program Manager as ad hoc approver for approval
- Routes to Program Manager named on Subaward Form
- Routes to COA for approval
- Routes to NIIMBL SRA for final approval
- **Pays**