Departments Purchase **Goods** from **External Vendors**

**Departments**
- Enter Purchase Requisition for Goods

**Purchasing Dept**
- Check Approval Status Form FOIAPP
- online Approvals complete?
  - **Yes**
    - PR Moves to Buyer Queue
    - Buyer assigns Banner PO
    - Buyer Approves PO
    - Check issued to Vendor
  - **No**
    - Incomplete Purchase Req.
    - Banner Req number assigned in HM

**Accounts Payable**
- Incomplete Purchase Req.
- Banner Req number assigned in HM

**Higher Mkts**
- Reservation made with Entered Req
- Encumbrance established
- Purchase Order status blank(incomplete)
- Banner PO Status = Approved
- 3 Way Electronic Match?
  - **Yes**
    - Check issued to Vendor
  - **No**
    - PO, Invoice and/or and Receiving not complete

**Check Document Status** - FOIDOCH
Any Document with a blank status is incomplete