Animal Purchases - Process in Effect October 16, 2006 Department Purchasing Accounts Payable **Animal Care** Vendor Create purchase Create Blanket PO requisition for Blanket and notify PO and send to Circles are Squares are department and Purchasing through optional steps required steps **Animal Care** workflow Place order with Send animals to Send order form to vendor and pay Animal Care with Animal Care with with Animal Care's receipt for dept cost center P-Card payment Deliver animals to dept or notify dept that animals will be housed in Animal Care Charge dept's cost center for P-Card transaction Notify Purchasing to Reduce PO reduce PO encumbrance by encumbrance for purchase amount purchase