OAA Temporary Travel Process Flow

1. **Unit Traveler/Arranger/Approver**
   - Traveler Self-initiates Travel?
     - Yes: Traveler initiates Travel in eTravel system
     - No: Traveler Arranger initiates travel in eTravel System
     - Yes: Traveler completes trip
     - No: Traveler/Arranger Scans receipts and sends them to the oaa service center email
     - Yes: Traveler approves Reimbursement in eTravel system or attached approval scanned into eTravel system by arranger

2. **Unit Approver**
   - Unit Business/Budget Approver approve travel in eTravel system?
     - Yes
     - No: Approval received offline, approval attached to eTravel

3. **Service Center Compliance Expert**
   - Initiate travel reimbursement into the eTravel System
   - Request in compliance with applicable policies?
     - No: Work with traveler/arranger to establish compliance

4. **Service Center Delegated Buyer Expert**
   - Service Center approves travel request
   - Approves Travel Reimbursement in eTravel system

5. **Auto Processing**
   - Load Voucher
   - Generate Payment
   - Generate Reports

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*Workflow is temporary until the new university Travel Program is implemented*
OAA Temporary Pcard Process Flow

Unit Requestor/Approver:
- Enter eRequest (pick Purchase Pcard Preferred if known)
- Unit Approvers approve request
- Requestor picks up Pcard from Pcard Manager
- Make purchase

Unit Pcard Manager:
- Update eRequest with Card #
- Release Card to Requestor/Initiator. Log card out.
- Collect Card and Receipts. Attaches receipts to eRequest. Log Card in.
- Check the “Pcard Documentation Complete” box in eRequest

Service Center/Delegated Buyer/Expert:
- Determine Disposition
- Within Pcard Limits?
- Yes:
  - Notify unit requestors & pcard managers to use dept pcard.
  - Update status as "Pending Completion" in eRequest and reassign to Compliance Experts
- No:
  - Push reallocation chartfield from eRequest. Status in eRequest changed to "Reallocated" in eRequest

Service Center/Compliance Expert:
- Request in compliance with applicable policies?
- Yes:
  - System Approve Purchasing Card Transaction in Peoplesoft
  - Update eRequest status as “Complete” in eRequest
- No:
  - Work with Pcard Mgr/purchaser to establish compliance

Auto Processing:
- Receive Transactions - Load into Review Page
- Load Voucher
- Generate Payment
- Generate Reports

1 Workflow is temporary until the new university Purchasing Card Program is implemented
Internal Orders under eRequest

Unit Requestor/Approver
- Complete vendor specific forms/obtain quote if applicable
- Enter eRequest and select Internal Vendor if known (attach form/quote)
- Approve eRequest
- For eRequests with OSP Projects -- PI will receive notification
- Upload any received documentation
- Execute additional steps with internal vendor (if needed)
- If receipt received, attached to eRequest

Service Center Delegated Buyer Expert
- Determine Payment Type as Internal Order
- Request in compliance with applicable policies?
  - Yes: If needed edit eRequest
  - No: Work with unit to establish compliance
- Does Internal Vendor exist?
  - Yes: Select Internal Vendor from pick list if applicable
  - No: Send Notification to requestor, communicate next steps they take with vendor, help if needed
- Notification to requestor if vendor is setup for "Print"
- Leave eRequest status as "Dispatched" and reassign to Service Center expert

Service Center Compliance Expert
- Works with Vendor to get receipt
- Attaches Receipt/Final Bill to eRequest & change status to "Complete" in eRequest

Internal Vendor
- Receives Email with eRequest
- Completes Order
- Bills Dept using journal entry upload (IDB)
High Level Bid Process

Unit Requestor/Approver

- Plans upcoming bids
- Enter eRequest (when ready to initiate bid) → Approve eRequest

Service Center (Delegated Buyer Expert)

- Coordinates planning for upcoming bids
- Reviews eRequest and sends onto Central Purchasing
- Attach Bid Results form to eRequest and enters Requisition into Peoplesoft

Central Univ (Purchasing/Receiving)

- Plans upcoming bids
- Ariba Bid Process
- Approves Requisition into PeopleSoft
- Dispatch PO