



Approve Invoice in ProcureAZ

Prior to the individual order, Process begins with negotiation of contracts.

1. Purchasing agents with delegated authority negotiate contracts; continue to #2.
2. ProcureAZ establishes Master Blankets for use on Release Purchase Orders; continue to #3.

Process for individual orders leading to invoices begins with a Program Need for a purchase.

3. Program initiates a Release Requisition for contract items or an Open Market Requisition for non-contract items, or Purchasing initiates an RPA Requisition for Emergency/Not Practical to Quote items; continue to #4.
4. Program/Division approves Requisition, certifying a valid purpose and proper funding, and Purchasing approves an RPA Requisition certifying Emergency or Not Practical to Quote condition; continue to #5.
5. ProcureAZ finalizes the Requisition and sends it to AFIS for pre-encumbrance; continue to #6.
6. AFIS confirms budget codes and establishes pre-encumbrance; continue to #7.
7. For approved Open Market Requisition, Purchasing Agent with delegated authority finalizes a Purchase Order, continue to #8.
8. ProcureAZ finalizes the Purchase Order and sends it to AFIS for encumbrance; continue to #9.
9. AFIS validates the Purchase Order vendor and funding and establishes an encumbrance; continue to #10.
10. A Receipt is entered by Program (for Services) or Receiving (for Goods) to establish proof of receipt; continue to #11.
11. ProcureAZ finalizes Receipt and establishes corresponding Permit to Pay amounts on PO items; continue to #12.
12. Accounts Payable enters Vendor Invoice, limited by Purchase Order and Receipt (Permit to Pay) amounts; continue to #13.
13. AP Approver approves Invoice that exceeds Tolerance for Miscellaneous/Freight, and AP Supervisor approves Invoice for presence of controls; continue to #14.
14. ProcureAZ finalizes Invoice and sends Payment Request to AFIS; continue to #15.
15. AFIS validates funds availability and processes payment to Vendor; end process.