



## Model Approval Flow for ProcureAZ Requisition

Process triggers when a Requestor from an Agency program has a draft Requisition ready to submit.

1. Requestor submits requisition from Location, with Chart of Accounts, Amount, and NIGP Commodity; continue to #2.
2. Requisition routes to the Approver (e.g., Supervisor) for the Requestor's Location; continue to #3.
3. ProcureAZ determines whether the NIGP Commodity Class or Class/Item requires special approval.
  - a. If the NIGP Class or Class/Item does not require approval, skip to #6.
  - b. If the NIGP Class or Class/Item requires approval, continue to #4.
4. Requisition routes to the Commodity approver for the NIGP Class or Class/Item on the Requisition; continue to #5.
5. ProcureAZ determines whether the Requisition exceeds the first (Level 2) dollar threshold.
  - a. If Requisition amount is below the Level 2 (\$nn) threshold, skip to #8.
  - b. If Requisition amount is at or above the Level 2 (\$nn) threshold, continue to #6.
6. Requisition routes to the Level 2 Dollar Approver (e.g., Program Director) for the Requestor's Location; continue to #7.
7. ProcureAZ determines whether the Requisition exceeds the top (Director-level) dollar threshold.
  - a. If Requisition amount is below the top threshold, skip to #10.
  - b. If Requisition amount is at or above the next threshold, continue to #8.
8. Requisition routes to the Level 3 Dollar Approver (e.g., Division Director) for the Requestor's Location; continue to #9.
9. ProcureAZ determines whether the Requisition exceeds the Budget dollar threshold.
  - a. If Requisition is below the Budget dollar threshold, skip to #12.
  - b. If Requisition is at or above the Budget dollar threshold, continue to #10.
10. Requisition routes to the Budget analyst for approval; continue to #11.
11. AZ Advantage validates accounting, funding and Vendor and establishes a pre-encumbrance.

### Where is Purchasing?

Direct Release Orders do not require approval from Purchasing.  
Open Market Requisitions go to Purchasing for order fulfillment.