

# From Requisition to Check

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The life cycle of a Service Order or a Purchase (commodity) Order

- ❑ The department determines an order must be placed to purchase a commodity or service.
- ❑ The department determines which vendor they wish to use to fill the order. If the vendor is not in the CMS vendor file, the department must inform Procurement Services. This information will be conveyed at the time the department enters the requisition.
- ❑ The department enters a requisition into CMS.
- ❑ For instructions on how to enter a requisition go to [www.csus.edu/cms](http://www.csus.edu/cms). Click on the "Training" link. Then click on "Training Manual" link for Finance 8.4.
- ❑ The requisition is approved by an approving official in CMS.
- ❑ The requisition is sourced to a service order or purchase order by Procurement Services. The order is dispatched to the vendor. If the vendor is not in the CMS vendor file, Procurement Services will include a copy of the Payee Data Record form (Std. form 204) with the order. Payments will not be rendered until the Payee Data Record form is received by Procurement Services and is entered into CMS.
- ❑ The vendor will fill the order and issue an invoice.
- ❑ If the invoice is associated with a service:
  - The invoice submitted for payment must be approved for payment by the department upon satisfactory completion of service.
  - Services will be paid in arrears.
  - Receiving is not required for services.
- ❑ If the invoice is associated with a purchase order:
  - The invoice submitted for payment doesn't require departmental approval prior to payment.
  - Receiving is required to be posted in CMS. If the vendor delivers the item to the Receiving department, they will post stock received. If the item is picked up by departmental personnel, is delivered directly to the department or is delivered by UPS or US Postal Service, it is the department's responsibility to submit a signed stock received report to the Receiving Department. The department may submit a packing slip or a copy of the purchase order with the received items identified, in lieu of a stock received report.  
([http://www.csus.edu/proc/FULL\\_INFO.htm#stock](http://www.csus.edu/proc/FULL_INFO.htm#stock))
- ❑ The order is complete when the check is issued to the vendor and mailed.