Before placing an order please ensure that there are sufficient funds in your Tax Levy OTPS Budget.

Associate -> Supervisor

Supervisor

Purchasing (Administrator)

Are there funds in the account?

YES

Order is Approved.
Order Confirmation is forwarded to Accounts Payable, Order proceeds to Staples

NO

Order is rejected.
Return Order to Department

Staples ships order, sends invoice to Accounts Payable.

Drivers check in with Central Routing.

Is anyone in office to receive?

YES

Drivers proceed to office.

Department Receives Order.
Department sends proof of receipt to Accounts Payable (the packing slip signed and dated by an authorized receiver)

NO

Leave package for Central Routing to deliver.

Accounts Payable receives order confirmation.

Accounts Payable receives invoice from Staples.

Accounts Payable receives proof of receipt (from Department)

Accounts Payable pays the bill.

Effective Date: May 11, 2006

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