- Creators can add requisitions to CUNYfirst based on assigned Requesters

- Selected Requesters determine the approval workflow based on assigned chart fields

- Chart fields drive the department budget approval workflow in CUNYfirst

All created requisitions have a least four check points of either processing or approvals:

1. **Requestors supervisor – Validation**
2. **Category Approver – Functional**
3. **Budget Check – Availability of funds in Accounts**
4. **Department Approver – Level 1&2 Dept codes**

STATUS

NO

10142
10135
70001
Dept Approver 1

Decision — YES

NO

Creator →
10142
10135
70001
Requestor

Requestor Supervisor — YES → Category Approver — YES → Budget Check — PASS → Department Approver

NO

ERROR

10142
10135
70001
Dept Approver 2

Decision — YES

NO

Requisition Status /Pending/Error/Approved/PO Dispatched/Recieved

Buyer Purchase Order Creators

STATUS

Created by Greg Vega York IT CUNYfirst ASL Oct/15