PURCHASING LIFE CYCLE
Task Order process in ARC

Department identifies needs and establishes requirements

Department Contacts Facilities to do work or obtain written permission to do work

Facilities evaluates and determines process. - Chooses Task Order

Vendor Selection is made from Qualified Vendor list Task Order Vendors

Obtain Task Order Proposal

Less than or = to $5,000 for CUMC & Morningside Facilities only

No PO required – Facilities Dept Processes

Upload Supporting Documents into OnBase

Requisition Submitted for Approval(s)

Budget Check (ARC)

Requisition Approvals (dept, prior, supplemental and Purchasing)

Greater than $5,000 for CUMC & Morningside Facilities and any amount for all other departments

Requisition Created

Facilities evaluates and determines process.

Vendor Selection is made from Qualified Vendor list Task Order Vendors

Obtain Task Order Proposal

Less than or = to $5,000 for CUMC & Morningside Facilities only

No PO required – Facilities Dept Processes

Upload all required and supporting documents such as quotes, certificates of insurance (which is required for all vendors that enter the University’s property), SOW’s and bid summary forms.

Budget Check (ARC)

Requisition Approvals (dept, prior, supplemental and Purchasing)

Greater than $5,000 for CUMC & Morningside Facilities and any amount for all other departments

If not approved by Purchasing or fails Budget check, transaction is routed back to requestor and re-enters ARC workflow

Contract Officer reviews

If transaction fails Budget Check, dept will be required to correct through Change Order process

Department receives commodity or service

Purchase Order Dispatched to Supplier, Customer and EDM

Budget Check (ARC)

Purchase Order Generated

Payment process started

If not approved by Purchasing or fails Budget check, transaction is routed back to requestor and re-enters ARC workflow

Receive in ARC only for specified commodities

Change Order Process (if applicable)