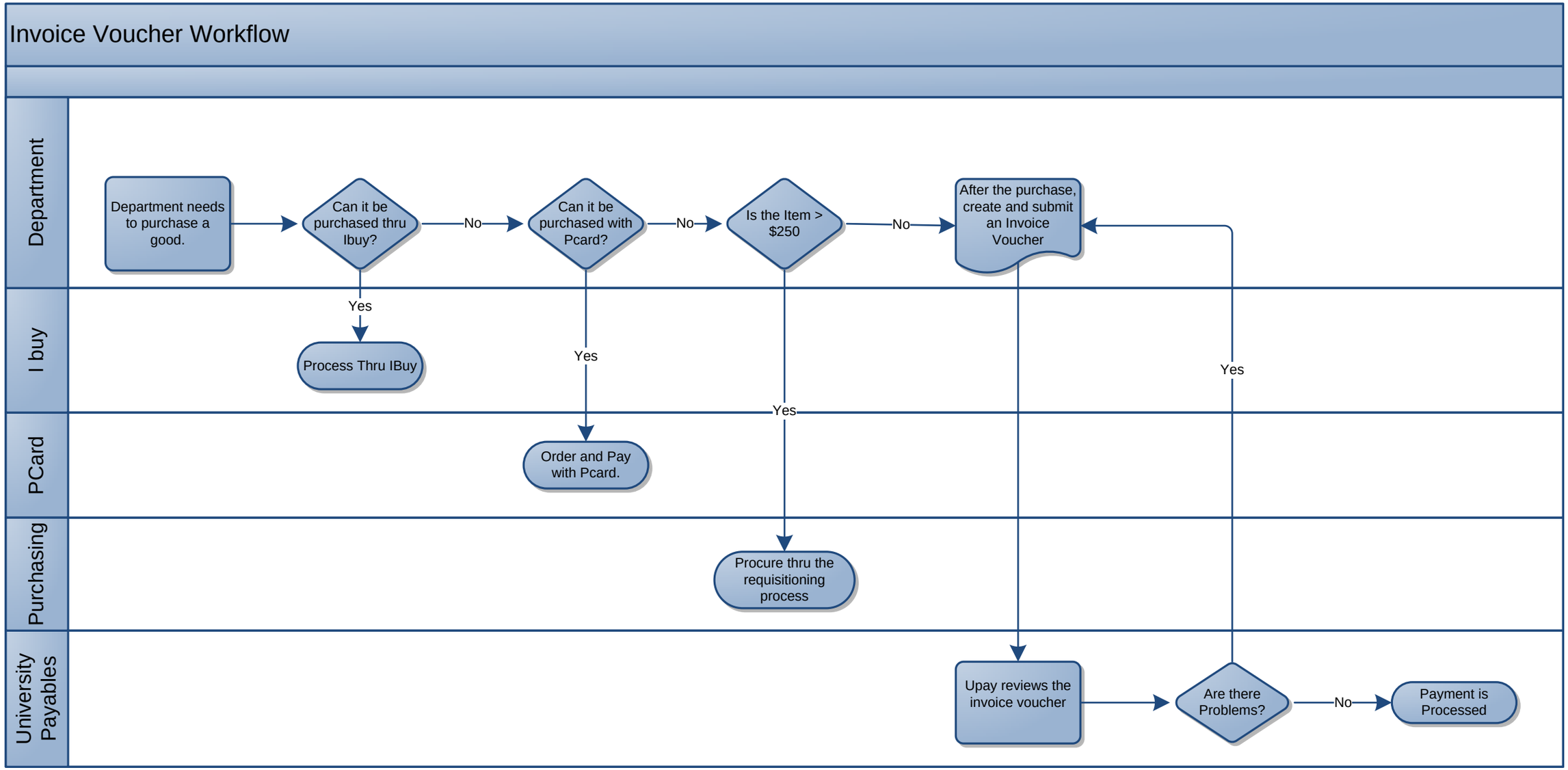
Invoice Voucher Workflow
Department
I buy
PCard
Purchasing
University Payables
Department needs to purchase a good.
Can it be purchased thru Ibuy?
No
Can it be purchased with Pcard?
No
Is the Item > $250
No
After the purchase, create and submit an Invoice Voucher
Yes
Process Thru IBuy
Yes
Order and Pay with Pcard.
Yes
Procure thru the requisitioning process
Yes
Upay reviews the invoice voucher
Are there Problems?
No
Payment is Processed