

# Catalog Purchasing Process Guide

= This specifies which part of the overall process each KUPPS role is responsible for

= This shows the process of a Catalog order from the beginning to the end

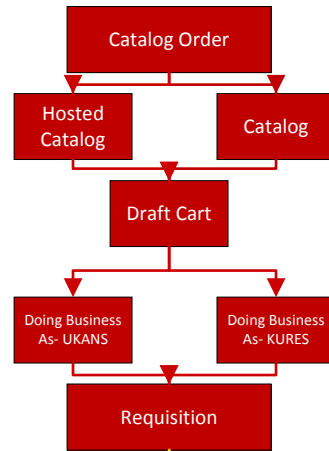
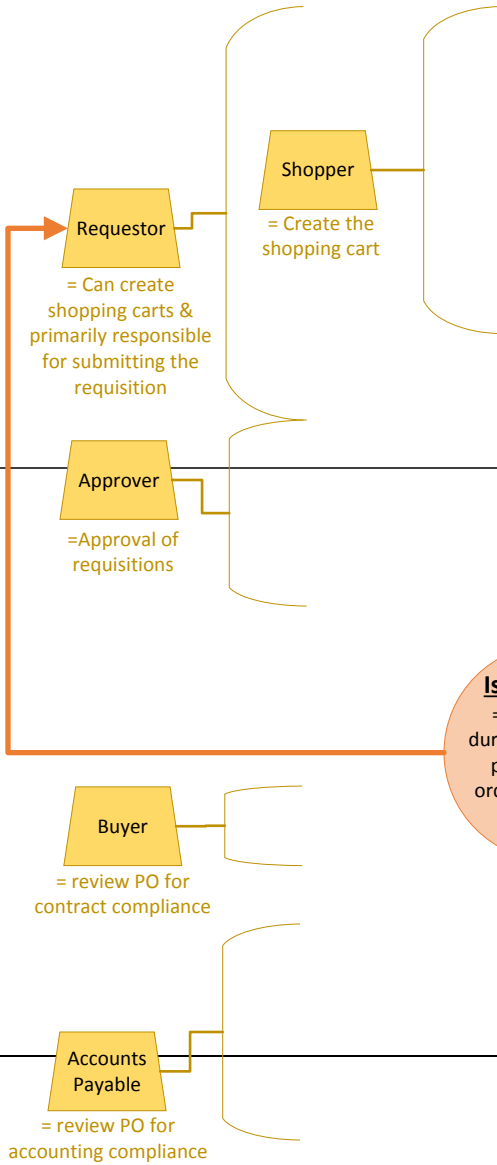
= This shows which department to contact when there are questions regarding parts of the process

## KUPPS Roles

## Process

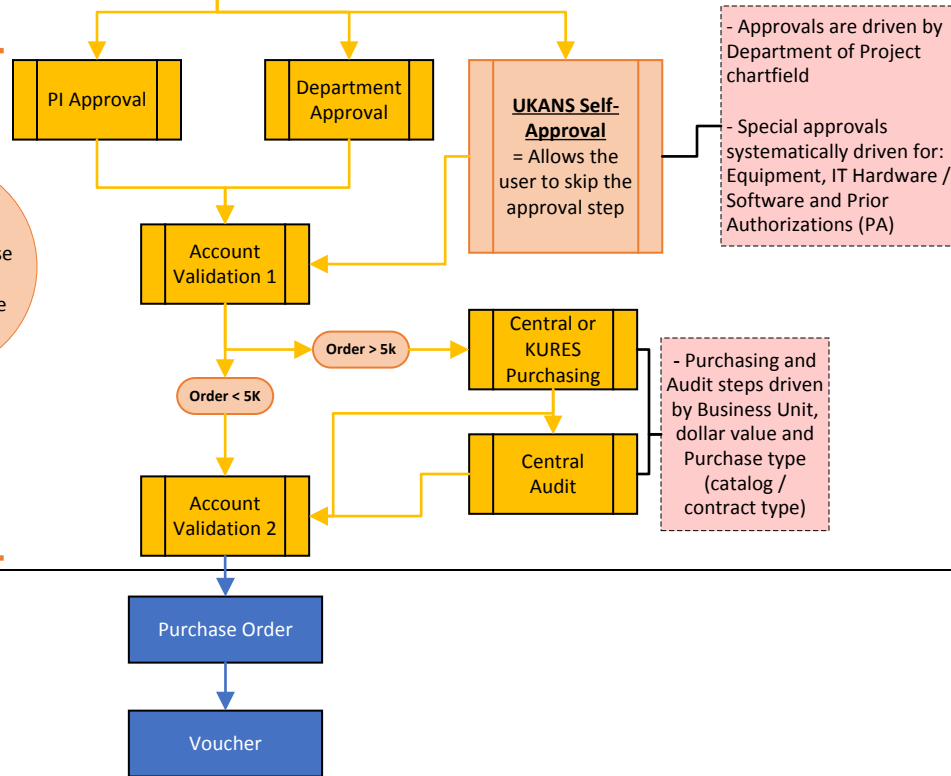
## Contacts

KUPPS  
Purchasing  
Payables



**~KUPPS Contacts~**  
 KUPPS Staff:  
 (785) 864-6136  
 (785) 864-3098  
 KUPPS Student Workers:  
 (785) 864-5799

**Issue Occurs**  
 = Issue occurs during any of these processes and order turns to the requestor



**~Purchasing Contacts~**  
 General:  
 (785) 864-5800

**~Payables Contacts~**  
 General:  
 (785) 864-3790