

Check Request Process Guide

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

= This shows the process of a Check Request from the beginning to the end

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

KUPPS Roles

Requestor

= Can create shopping carts & primarily responsible for submitting the requisition

Shopper

= Create the shopping cart

Approver

= Approval of requisitions

Buyer

= review PO for contract compliance

Accounts Payable

= review PO for accounting compliance

Process

Check Request

Draft Cart

Doing Business As- UKANS

Doing Business As- KURES

Requisition

PI Approval

Department Approval

UKANS Self-Approval
= Allows the user to skip the approval step

Account Validation 1

Account Validation 2

Central or KURES Purchasing

Central Audit

Purchase Order

Voucher

A check Request is used to issue payment for products/services that were not ordered through the KUPPS system

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

- Approvals are driven by Department of Project chartfield
- Special approvals systematically driven for: Equipment, IT Hardware / Software and Prior Authorizations (PA)

- Purchasing and Audit steps driven by Business Unit, dollar value and Purchase type (catalog / contract type)

Contacts

~KUPPS Contacts~

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

~Purchasing Contacts~

General:
(785) 864-5800

~Payables Contacts~

General:
(785) 864-3790