Overall Purchasing Process Guide

**KUPPS Roles**

- **Requestor**: Can create shopping carts & primarily responsible for submitting requisitions.
- **Approver**: Approval of requisitions.
- **Shopper**: Create the shopping cart.
- **Buyer**: Review PO for contract compliance.
- **Accounts Payable**: Review PO for accounting compliance.

**Process**

- Order
  - Catalog
    - Normal Order
    - Special Order
  - Non-Catalog
  - Check Request
- Requisition
  - PI Approval
  - Department Approval
  - UKANS Self-Approval
  - Account Validation 1
  - Account Validation 2
- Order > 5k
  - Central or KURES Purchasing
  - Central Audit
- Order < 5k
- Purchase Order
- Voucher

**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

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