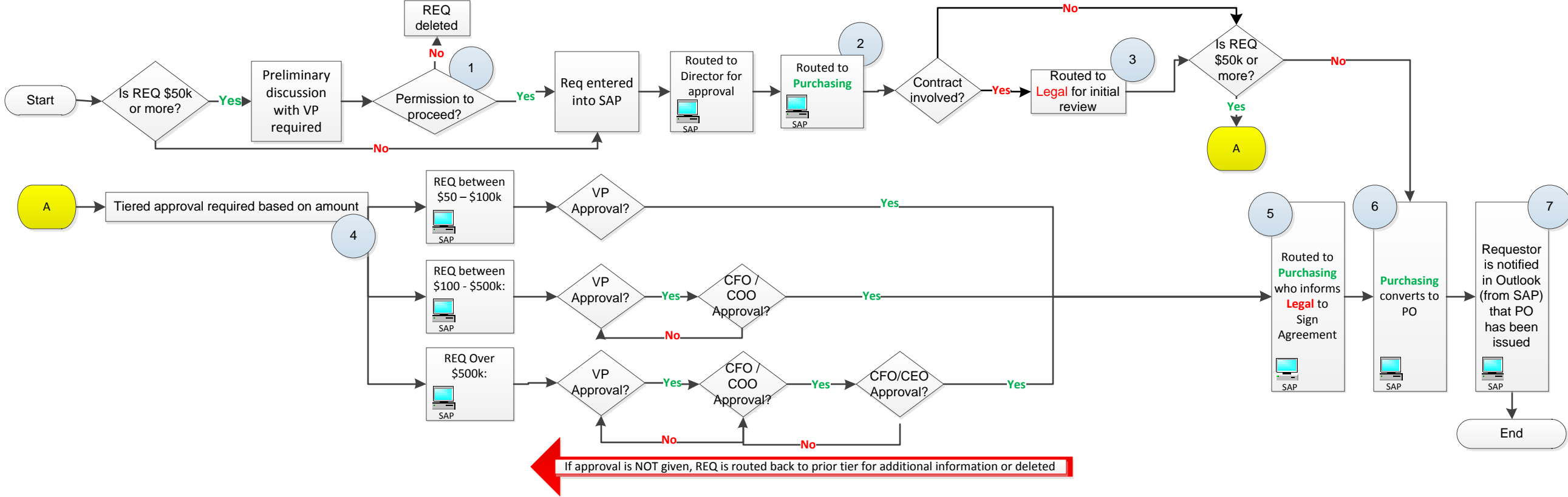


Process Flow



Key Controls

- 1

Requisitions of \$50k or more require an informal discussion and approval with requestor's VP.
- 2

Purchasing will review REQ to ensure all required information is compiled and complete. \*Required information includes Manufacturing Service Agreement (MSA), Certificate of Insurance (COI), Competitive Bids or Sole Source Justification if REQ is over \$2k), Legal Contract, Vendor/Supplier evaluation form.
- 3

If a contract is required, Legal must preliminarily review and approve before moving in the process
- 4

Tiered approval, based on dollar threshold, required to ensure visibility and accountability over purchases
- 5

Once REQ has been approved, Purchasing will inform Legal to sign Contract, if necessary. Contract must be signed prior to committing to the purchase.
- 6

Purchasing to ensure all POs are set up properly for receipt into SAP in accordance with Purchasing SOP (2 way vs. 3 way match)
- 7

Obtain proper approval, including any supporting documentation, on any PO changes.

Approved: Jim Hycner  
Date: 02/12/2015