Procurement For Non-Research funds

1. Create bearBuy cart
2. Review and approve requisition under $1,000; routed to org node approver if over $1,000
3. Assign cart to approver or submit cart to CSS
4. Approve requisition as org node approver
5. Dispatch PO to vendor
6. Receive order physically and create receipt in bearBuy
7. Approve voucher for payment

- This process document is current effective 04/28/2014
- If you have questions about this document please contact ptimaps@lists.berkeley.edu