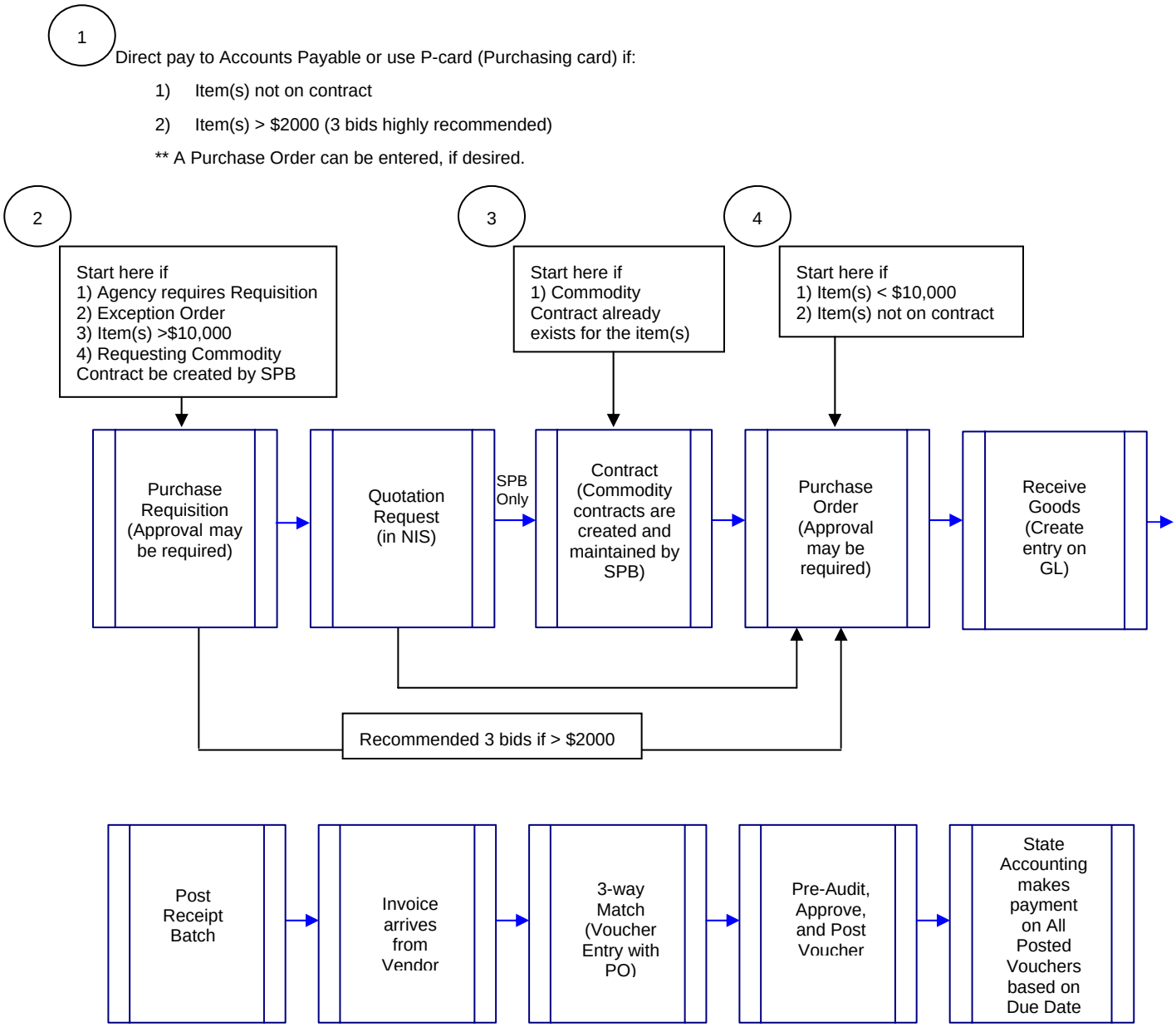
Procurement Model

Life Cycle of a Purchase Order – Commodities



*If a mistake is made during the receipt or voucher process, please refer to the Reverse Receipt work instructions on the NIS website.

*Please refer to State Purchase Bureau website for Procurement processes as they relate to State Statutes.

*Please refer to Menu Selections and Document Flows for more information on document types and process flows.