Process Begins *when*
a requisition for goods or services is forwarded to the Division of Procurement

Process complete *when*
there are properly sourced outgoing POs with resulting invoice payments.

**Procure to Pay**

**Guides**
- BOE Guidelines
- Coordinator Specifications
- MCPS Consultant Guidelines
- MCPS Accounting Guidelines
- Contract Laws
- Oracle User Manual
- MCPS Procurement Regulations

**Enablers**
- An acquisition is deemed necessary by the designated account approver
- Satisfactory completion of an approved acquisition

**Inputs**
- Where do we do it, and who/what helps us to do the process? People, equipment, facilities, systems
  - BOE
  - FMS
  - Subject / Commodity Coordinators

**Outputs**
- What do we need to do this process?
  - An acquisition is deemed necessary by the designated account approver

- What do we produce or deliver with this process?
  - Satisfactory completion of an approved acquisition

- What helps us know why, when, and how we do what we do? Provides direction
  - BOE Guidelines
  - Coordinator Specifications
  - MCPS Consultant Guidelines
  - MCPS Accounting Guidelines
  - Contract Laws
  - Oracle User Manual
  - MCPS Procurement Regulations

**What do we need to do this process?**
An acquisition is deemed necessary by the designated account approver

**What do we produce or deliver with this process?**
Satisfactory completion of an approved acquisition

**What helps us know why, when, and how we do what we do?** Provides direction
- BOE Guidelines
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