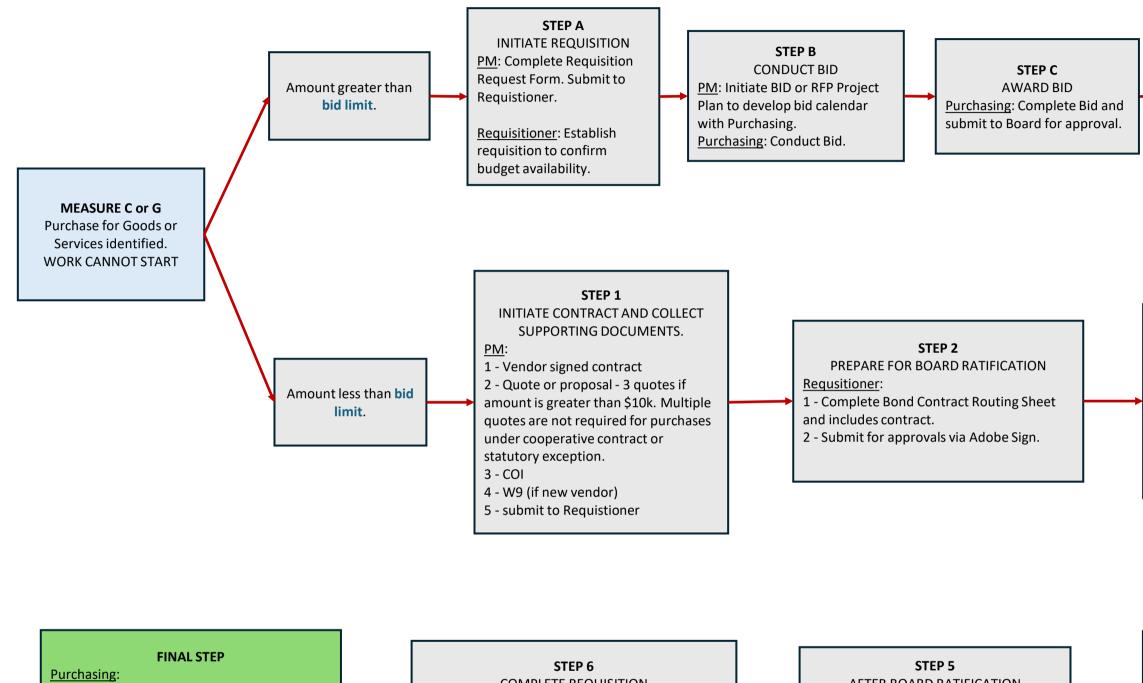
### BOND PROCUREMENT FLOW CHART



 Review supporting documents and works with Requisitioner to correct deficiencies.
Establish Purchase Order and transmit to vendor.

WORK CAN START.

STEP 6STEP 5COMPLETE REQUISITIONAFTER BOARD RATIFICATIONRequisitioner:Purchasing:1 - Finalize requisition, upload fully executed<br/>contract.1 - Obtain counter signature by District.<br/>2 - Requistion routed for approvals.2 - Requisition routed for approvals.executed contract.



# STEP D

AFTER BID AWARD

Purchasing:

1 - Collect supporting documents.

2 - Obtain fully executed contract.

3 - Send supporting documents to

Requisitoner to complete Requsition.

Proceed to Step 6.

### STEP 3

INITIATE REQUISITION 1 - <u>PM</u> - Complete Bond Requisition Request Form and include supporting documents. Submit to Requisitioner.

2 - <u>Requisitioner</u> - Initiate Requisition and upload supporting documents.

## **STEP 4** BOARD RATIFICATION

#### Purchasing:

- 1 Accept Bond Contract Routing Sheet.
- 2 Place contract on Bond Ratification List
- for ratification at next Board meeting.