

ONLINE REQUISITIONS WORKFLOW (HR)

HUMAN RESOURCES - OFFICE OF VICE PRESIDENT (VP-HR) REQUISITION APPROVAL ROUTE CHART					
Types of Items Needed	Approval Route In Mercury Commerce	1st Approver Approver ID	2nd Approver Approver ID	3rd Approver Approver ID	4th Approver Approver ID
Basic Items & Services - For all Products and Services including Registrations & Bookings using the General Fund	VP-HR Basic Items/Services/Registrations/Bookings	Admin. Assist.	Vice President HR	District Buyer	
SWC Bookstore - Purchased using General Funds	VP-HR Bookstore	Admin. Assist.	Vice President HR	Betty Keys FT Approver 2	
Capital Equipment Value Over > \$5000 - Purchases using General Funds	VP-HR Capital Equipment Over > \$5000	Admin. Assist.	Vice President HR	District Buyer	
Cell phone	VP-HR Cell phone	Admin. Assist.	Vice President	Purchasing Approver	
Hospitality Expenses - Purchases made with Hospitality Budget	VP-HR Hospitality	Admin. Assist.	Vice President HR	Finance Approver	Purchasing Approver
Reimbursements & Order Completes	VP-HR Reimbursements & Order Completes	Admin. Assist.	Vice President HR	District Buyer	
Software/Computers & Peripherals supported by Institutional Technology	VP-HR Software/Computers/Peripherals	Admin. Assist.	Vice President HR	Paul Norris IT Supervisor	District Buyer
Telecom Equipment - Purchase using General Funds	VP-HR Telecom Equipment	Admin. Assist.	Vice President HR	Simon Magbuhat Maint. Telecom Tech	District Buyer
Vice President Reimbursement - For Vice President's expense Reimbursement only	VP-HR Vice President Reimbursement	Admin. Assist.	Vice President HR	Superintendent/ President	District Buyer
SWC Warehouse Stock Request	VP-HR Warehouse Stock Request	Admin. Assist.	Vice President HR		
Basic Items/Services - Purchases Restricted Funds	VP-HR Restricted Basic Items /Services/Registrations/B	Admin. Assist.	Vice President HR	Finance Approver	District Buyer
SWC Bookstore - Purchased using Restricted Funds	VP-HR Restricted Bookstore	Admin. Assist.	Vice President HR	Betty Keys FT Approver 2	Finance Approver
Reimbursements & Order Completes - Using Restricted Funds	VP-HR Restricted Reimbursements & Order Completes	Admin. Assist.	Vice President HR	Finance Approver	District Buyer