1. Department receives Demand for Merchandise
2. Department Contacts Licensee for preliminary estimate
3. Department Completes Merchandise Request Form
4. Licensee Provides Final Quote and Reference MOR#
5. Department creates requisition in eProcurement and attaches Final Quote
6. Requisition Approved and PO Sent to Licensee
7. Licensee receives PO and Processes Order
8. Merchandise Shipped
9. Department Receives Merchandise
10. Licensee submits Invoice referencing both PO and MOR#
11. Invoice received and Processed by Disbursements
12. Licensee Paid for Merchandise

** Licensee must still follow required ordering and payment process