

**FINANCE ENTERPRISE  
IMPLEMENTATION REQUISTIION  
PROCESS OPTIONS [POUPPR]**

| <u>PROCESS</u>   | <u>PURCHASE ORDER</u>                            | <u>A/P VOUCHER</u>   | <u>Z-VOUCHER</u>                                | <u>FOOD SERVICES</u>   |
|--|--|--|---|--|
| POUPPR Seed  | PR.PURCH   | PR.VOUCH   | PR.ZDFN   | PR.WFOOD   |
| Requisition number range   | Rxxxxxx  | Xxxxxxx  | Zxxxxx  | Fxxxxx   |
| Purpose  | Purchase Order generated by Purchasing Office    | A/P Voucher for non PO items   | Voucher used only by the Foundation             | Authorization to order food service from Aramark                 |
| User CDD report  | PR_Approval                                      | AP_Voucher   |   | Food_Svc_Auth  |
| CDD generated form   | Purchase Requisition Authorization               | A/P Voucher Authorization  |   | Food Service Authorization                                       |
| User forwards form to  | Purchasing Office, with any supporting documents | Accounts Payable, with any supporting documents                          | Accounts Payable, with any supporting documents | Facilities Rental Office which then forwards to Accounts Payable |
| Default Vendor (the CDD report will only print if this vendor has been selected) | None   | None<br>Report will not print if vendor =V9999 (vendor to be determined) | None  | V01532<br>ARAMARK  |