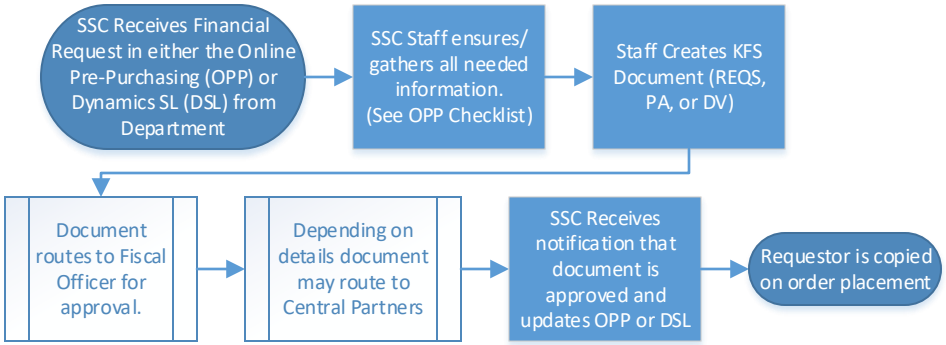
SSC Receives Financial Request in either the Online Pre-Purchasing (OPP) or Dynamics SL (DSL) from Department
SSC Staff ensures/ gathers all needed information. (See OPP Checklist)
Staff Creates KFS Document (REQS, PA, or DV)
Document routes to Fiscal Officer for approval.
Depending on details document may route to Central Partners
SSC Receives notification that document is approved and updates OPP or DSL
Requestor is copied on order placement