

ENCUMBRANCE?  
REQUISITION?  
PURCHASE ORDER?  
3<sup>RD</sup> PARTY PAYMENT?

## ADMINISTRATION REVIEW FLOWCHART

YES

Start

Purchasing &  
University  
Compliance Review

Email Purchasing  
& University  
Compliance

Contract  
Administration  
Policy #54005

Administration  
Review  
Policy #20101

NO

Start

Administration Review  
Only

Complete  
Administration  
Review Submittal

**GRAMBLING**  
STATE UNIVERSITY®