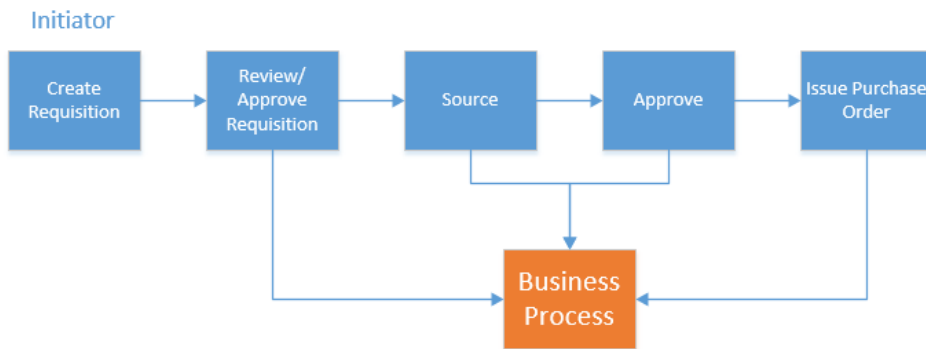# Procurement and Finance

The Procurement department is responsible for the purchasing and payables functions at Lynn University. The Finance Department is responsible for budgets, cost center assignments, assigning cost center managers, and approval authority. Generally, within guidelines described in the Lynn University purchasing policy, department representatives may initiate institutional purchases covered by funds approved in their cost center (department) budgets. If you have any questions about the policies, please contact the Procurement department or go to https://www.lynn.edu/university-policies on myLynn.

The requesting and managing functionality is available to staff authorized to purchase goods and services for the institution. The approval functionality is available to Cost Center Managers and the Procurement Director.

Requisition Life Cycle

Process	Workday	Before Workday
Create Supplier Request	Submit a Create Supplier Request & completed W-9 to add new suppliers to Workday. After submission, the Procurement department will review all requests and create the suppliers on the system based on the information on your request.	Staff contacted procurement staff via emails and phone calls to set up new vendors in Jenzabar.
Request Non-Catalog Items (Requisitions)	When procuring goods and services for Lynn University, all departments have the option to procure goods on WB Mason, Amazon Lynn Business account. The process of purchasing from WB Mason / Amazon has not changed. Create a request for non-catalog items (requisition for goods and services).	The process varied per department. Some departments' contacted suppliers directly, created requisitions on Jenzabar, or ER's via paper - managers approved items in Perceptive Content or authorized signature on ER.

Check Budget	When creating a Request for Non-Catalog Items (Requisitions), the system will automatically check for the available budget for your organization (Cost Center, Gift, or Project). Cost Center managers can make adjustments to the requisition via Review Budget Check process.	Requesters and department managers would check variance reports for the available budget. The finance department would make GL budget changes.
Create Supplier Invoice Request	In order to request a payment without a purchase order, you will need to complete a Supplier Invoice Request. You must verify supplier exists in Workday. If the request is for a new supplier, you must provide a Supplier Request first. The invoice must be attached to the transaction.	Invoices were forwarded to the Procurement department via mail, email or Perceptive Content.

On this section:

- Search Suppliers and Create Supplier Requests
- Create Requisitions
- Create Requisition for NEW FY in Current FY
- Create Supplier Invoice Request
- Closing of the fiscal year - Important Information
- Verify Procurement Card Transactions
- LU Variance Report
- Manage Cost Centers
    - Cost Center Dashboard
    - Lynn Variance Report
    - Review and Approve Expenses
- Spend Categories
- Print Purchase Orders