

R - Responsible for completing an activity A - Accountable for approving an activity C - Consulted as an SME for an activity I - Informed on status of an activity	Department (Requestor)	Department (Manager)	Procurement (Manager)	Procurement (Admin)	Finance & Accounting (Manager)	CFO	CFO (Admin)
Process Stage 1 - Order Request Creation and Preparation							
Create Request Form	R	A					
Create Supplemental Documentation	R	A					
Process Stage 2 - Scheduling and Coordination of Approvals							
Coordinate a Department Management Approval Meeting	A	C		R			
Coordinate Procurement Management Approval Meeting	A	I	C	R			
Coordinate Finance and Accounting Approval Meeting	A	I		R	C		
Provide Supplemental Documentation to CFO	A	I		R		I	I
Process Stage 3 - Approvals							
Review contract, approve, and sign off documents with Department Management	I	R/A					
Review and approve documentation with Procurement Management	I	I	R/A	I			
Review and approve documentation with Finance and Accounting Management	I	I			R/A		
Review and approve documentation with CFO	I	I				R	A
Process Stage 4 - Route to Completion							
Return to Process Flow	A	I	I	R	I	I	I
Source: Mental Supermodels Podcast							