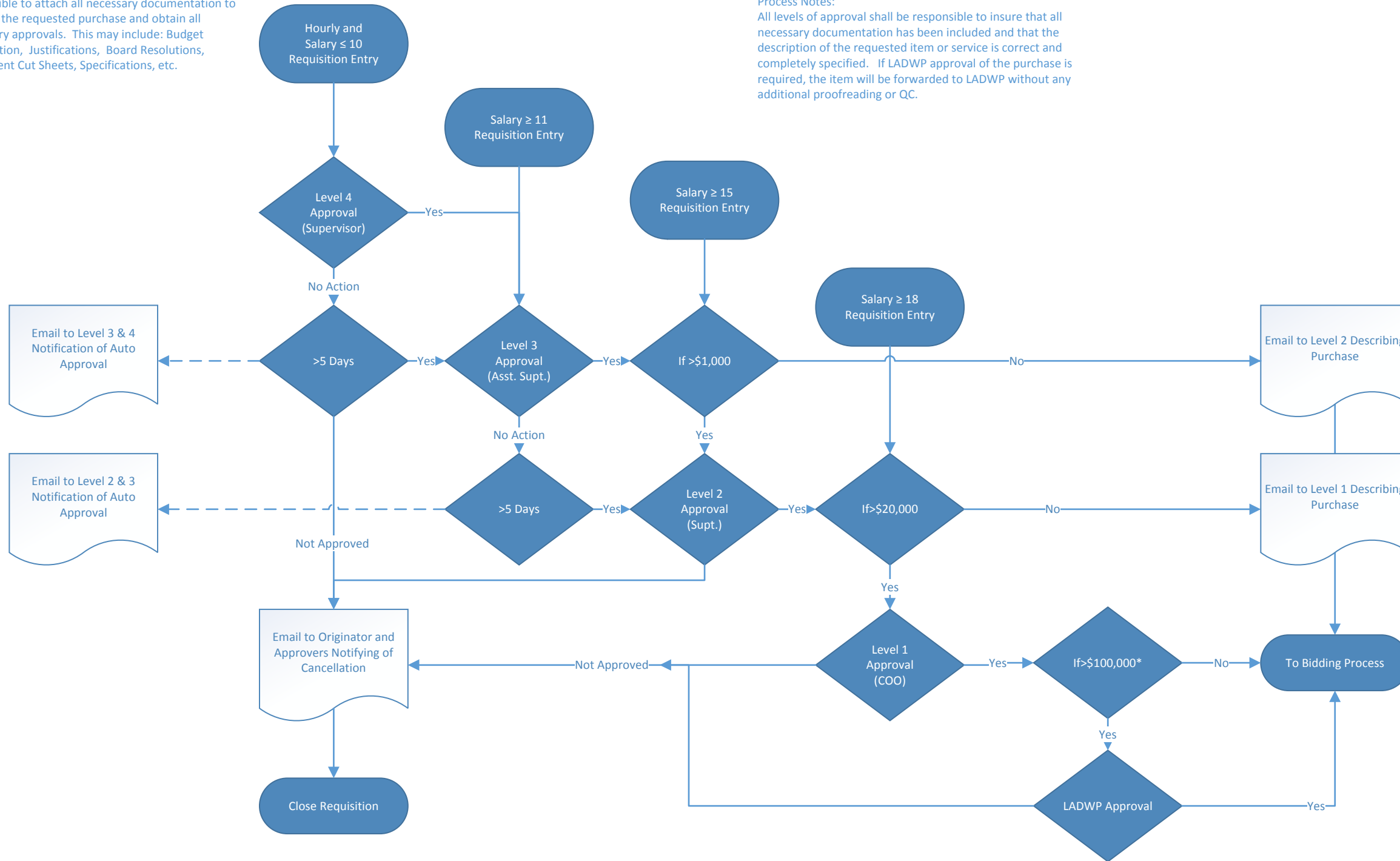


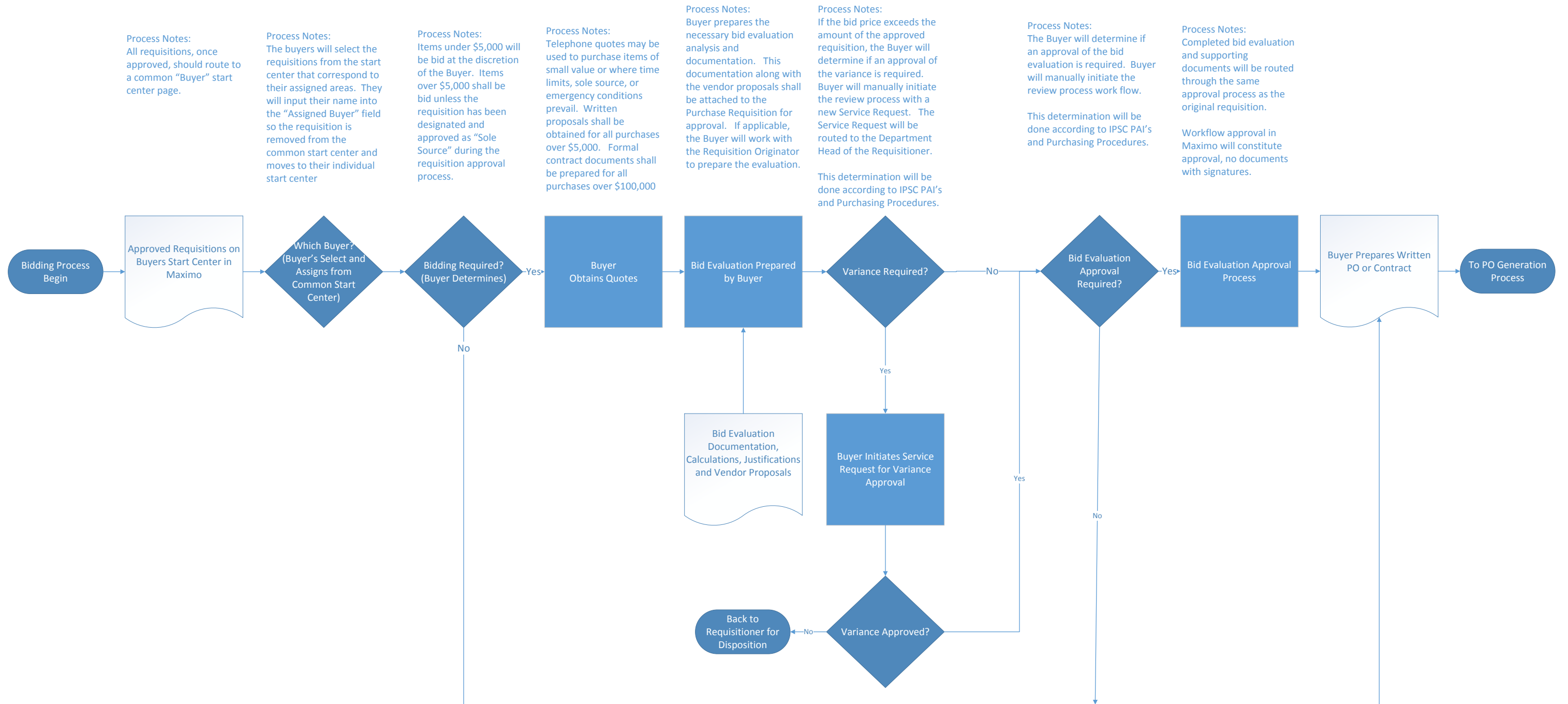
# Maximo Requisition Approval Process

Process Notes:  
The person entering the requisition shall be responsible to attach all necessary documentation to support the requested purchase and obtain all necessary approvals. This may include: Budget Information, Justifications, Board Resolutions, Equipment Cut Sheets, Specifications, etc.

Process Notes:  
All levels of approval shall be responsible to insure that all necessary documentation has been included and that the description of the requested item or service is correct and completely specified. If LADWP approval of the purchase is required, the item will be forwarded to LADWP without any additional proofreading or QC.



\*Some requisitions, such as blanket contracts, do not require LADWP approval even if the amount is over \$100,000. The COO will have the ability to bypass LADWP approval and send the requisition directly to Purchasing



Process Notes:  
Requisitions with a total of less than \$5,000 will pass route directly to the vendor. Requisitions with a total of more than \$5,000 will have a final review by the Purchasing Supervisor prior to being passed to the Vendor.

Process Notes:  
Requisitions with a total of more than \$100,000 are generally routed to LADWP for approval with some exceptions. The COO shall initiate the process for LADWP review manually.

Process Notes:  
Similar to Purchasing, LADWP should have a start center where they can see everything needing approval and the person on duty can select and complete the desired task.

All PO's will be approved electronically. If paper signatures are needed, the documents will be routed as attached PDF files and signed using Adobe electronic signature protocol.

If a paper signature is required, the Purchasing Supervisor shall check a "Signature Required" checkbox and it will then appear in a unique start center on the LADWP start center so they will be aware of the required signature.

After approval, the PO returns to the IPSC Purchasing Start Center as an Approved PO.

