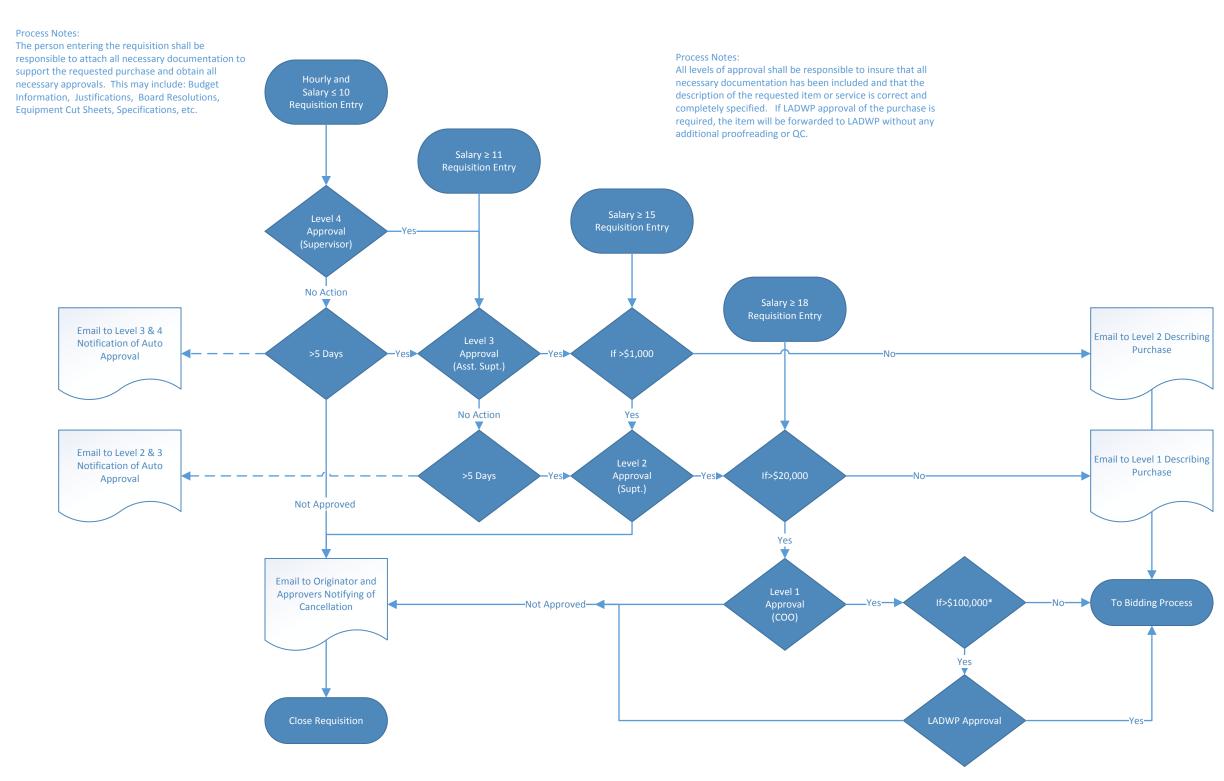
## Maximo Requisition Approval Process



\*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:
All requisitions, once
approved, should route to
a common "Buyer" start
center page.

Process Notes:
The buyers will select the requisitions from the start center that correspond to their assigned areas. They will input their name into the "Assigned Buyer" field so the requisition is removed from the common start center and moves to their individual start center

Process Notes: Items under \$5,000 will be bid at the discretion of the Buyer. Items over \$5,000 shall be bid unless the requisition has been designated and approved as "Sole Source" during the requisition approval process. Process Notes:
Telephone quotes may be used to purchase items of small value or where time limits, sole source, or emergency conditions prevail. Written proposals shall be obtained for all purchases over \$5,000. Formal contract documents shall be prepared for all purchases over \$100,000

Process Notes:
Buyer prepares the necessary bid evaluation analysis and documentation. This documentation along with the vendor proposals shall be attached to the Purchase Requisition for approval. If applicable, the Buyer will work with the Requisition Originator to prepare the evaluation.

**Process Notes:** If the bid price exceeds the **Process Notes:** amount of the approved The Buyer will determine if requisition, the Buyer will an approval of the bid determine if an approval of evaluation is required. Buyer the variance is required. will manually initiate the Buyer will manually initiate review process work flow. the review process with a new Service Request. The This determination will be Service Request will be

routed to the Department

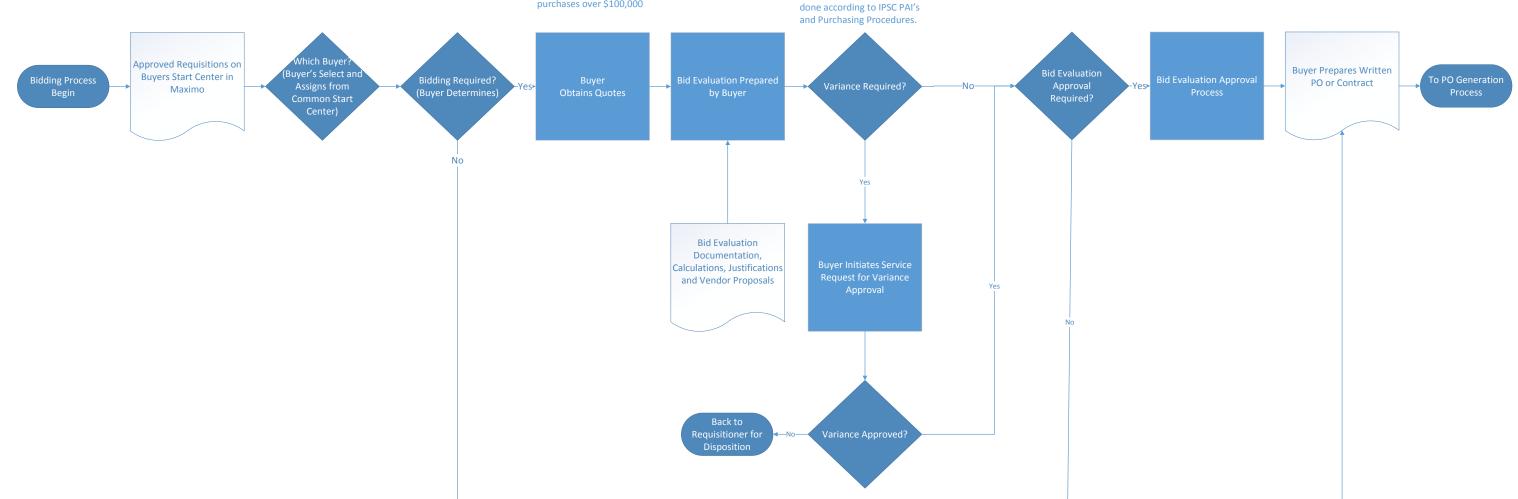
Head of the Requisitioner.

This determination will be

done according to IPSC PAI's and Purchasing Procedures.

Process Notes:
Completed bid evaluation and supporting documents will be routed through the same approval process as the original requisition.

Workflow approval in Maximo will constitute approval, no documents with signatures.



March 23, 2015 Page 5

## **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.

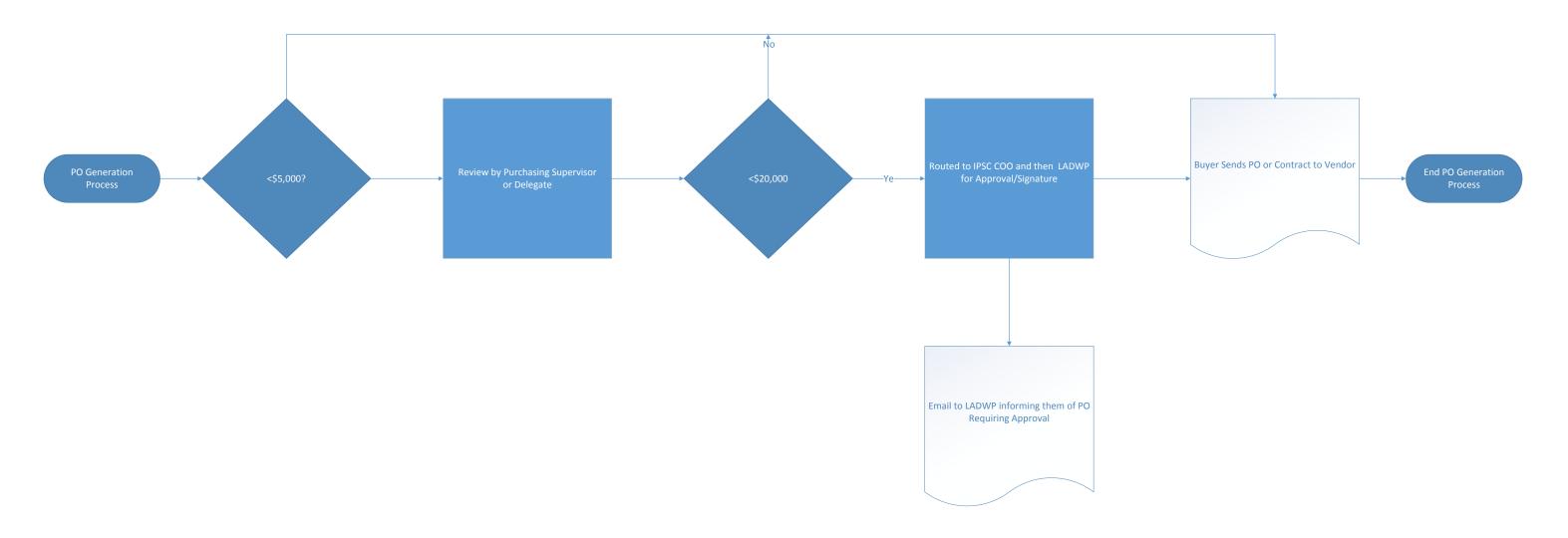
## Process Notes:

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.



March 23, 2015 Page 6