

# Requisitioning

## CURRENT STATE

Currently, agencies use either a manual process or leverage an electronic solution to initiate a request for goods or services. Various systems across the state exist, including CGI, NAVISION or SAS. For some agencies, the approval process is conducted manually through either email or paper.

## FUTURE STATE

The process for creating, submitting, and approving a requisition will be conducted in Luma.

## BENEFITS

- ★ Luma will standardize the process to create and submit a request across all agencies. Approvals will be setup based on agency requirements.
- ★ Luma will increase transparency through a centralized system and will provide better data management.
- ★ Luma will improve agency's internal controls for auditing and accountability.
- ★ Luma will send alerts to remind managers of pending approvals, ensuring tasks are completed in a timely manner. This will help increase agency efficiency.

Anyone submitting a request will now be **required to enter the accounting distribution** for the requested good or service before submitting the request for approval.