

P to P

*Prepare to Procure
July 20, 2016*

RIT Procurement Services
475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

**Approval Management Engine (AME)
Purchasing Requisitions
In-Process to July 25, 2016**

As communicated previously to all RIT Managers (refer to the July 11th memo located here: <https://www.rit.edu/fa/controller/sites/rit.edu/fa.controller/files/files/docs/AME%20Managers%20memo.pdf>), Oracle financial transactions will transition to the new AME workflow on Monday, July 25th. Purchasing requisitions will also be included in the new AME approval workflow process.

To prepare for the conversion to AME, all requisitions that are “In Process” must be “Approved” by 5 p.m. Friday, July 22nd.

Requisitions that are still “In Process” during the cut over to AME will have to be “re-approved”.

To learn more about the Approval Management Engine, please visit the Controller’s Office web page: <https://www.rit.edu/fa/controller/AMEFinTrans>

If you have any questions, or if you need assistance when creating a requisition, please contact Sherry Lupo at 475-2107 (salpur@rit.edu).

