



## MOR to PO Process for Departments

1.  
You submit a Merchandise Order Request (MOR) to Trademark Licensing for review and approval

2.  
Trademark Licensing reviews and approves MOR and emails both you and Licensee a MOR#

3.  
The Licensee e-mails you an attached final quote referencing the MOR#

4.  
You forward the e-mail to an administrative person authorized to create a requisition in eProcurement for your department\*

5.  
The administrative person creates a requisition in eProcurement, attaches your quote, and submits it for departmental approval

6.  
Your designated manager or administrator approves your requisition in eProcurement, automatically sending it to Procurement Services

7.  
Procurement Services reviews and approves your requisition, and sends PO to the Licensee to begin work.

\* Note: This is normally the person ordering your office supplies

\*\* Licensee must still follow required ordering and payment process

