KFS Approval Process for the procurement of items marked with the Commodity Code “SAFETY”

End User Creates KFS Purchase Requisition

End User marks appropriate items* with the Commodity Code “SAFETY” and submits the requisition. The requisition must also include:
- Sourced FASTDATA Doc
- Description of items requested with specific product #s and NSN if available

Disapproved: Reason for disapproval** is explained and stored in KFS on the Requisition. Note, at this point this specific requisition cannot be amended and the End User must start the process over as a new requisition.

- Requisition Sent to Fiscal Officer for review/approval
  - Disapproved
  - Approved

Sequently sent for review/approval to:
- Sub-Fund Reviewer (often referred to as a SPFA)
- Commodity Code Reviewer (NPS Safety Office for items marked “SAFETY”)
- Org Object Reviewer (AO)

Approved: The AO assigns the KFS Requisition to a contract manager and the Requisition becomes a Purchase Order (PO).

Contract Manager buys items and updates PO status to “Open”

Once Deliverables are received, the NPS Safety Office may request to be notified so any appropriate actions can be done (e.g. applying markings to equipment or posting signage in work area)

END

*Note: Examples of items that require the commodity code “SAFETY” are included on the following page

**Note: Possible reasons for the safety office to disapprove an item are included on the following page