



#### LLBO Departments

1. Complete electronic purchase requisition found at <https://llojibwe.dream.press/employees/>
2. Send requisition and necessary documentation to (proposed Dist Group) [LLBOReqs@leechlakegaming.com](mailto:LLBOReqs@leechlakegaming.com)
3. **NOTE: When submitting multiple reqs, scan each req and supporting documentation separately to keep total file size low.**

#### LLG Requisitioners

4. Create requisition in Work Place
  - a. Use Temp Chart of Accounts
  - b. Attach any documentation submitted including LLBO Req Form

#### LLG Approvers - Breanna

5. Review Req and make determination on approval
  - a. Validate account #
  - b. Review with necessary LLBO Approvers (Controller / Emergency Team Lead)

#### Procurement Staff

6. Final review and follow established procurement process

#### Person receiving item/service

7. Physically sign the packing list, bill of lading, invoice, receipt, or other documentation showing acceptance of item/service
  - a. If you are not a LLG Employee email a copy to: [IC.PCH@llgaming.com](mailto:IC.PCH@llgaming.com)

#### LLG Accounts Payable

8. Follow established LLG payment process