

This Chart is for all request for bill payments.

**Chief of Finance &
Security**
dhenderson@wcnac.org
For Final Approval & Payout
Date

**Legal Department (only if it
is related to any contract
matter) ARAP Department**
at arap@wcnac.org
#9

**Departmental Review
and/or Approval**
#8

**Review of Request from
vendor/ Complete
Paperwork**
#7

**Submit
request Unit
leader**
#6

**Settle on
item(s) or
services**
#5

**Check
savings**
#4

**Review
Budget**
#3

**Compare
request cost**
#2

**Search for
Item**
#1