



Executive Summary

Customer

Middletown Christian Schools

Industry

Education

Challenge

- the processing of at least 50 requests per week
- the requisition process is cumbersome and requires paper forms and intraoffice mail
- reporting is a manual process and time consuming

Solution

Replace the paper form process with an automated system using an existing technology platform already available in house

Result

A streamlined process that is faster and more secure

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Success Story

Automating requisition requests streamlines a complex business process for **Middletown Christian Schools (MCS)**.

Challenge

The process of staff purchasing supplies involved submitting a paper form through intraoffice mail, waiting for two approvals, waiting to receive the form back, purchasing the supplies, resubmitting the form, invoice, receipts, etc. back through intraoffice mail to the finance office for reconciliation and record keeping.

Solution

In order to automate this process and provide an easier method for staff to requisition supplies, an online system was developed using a platform MCS already owned. Staff can request to purchase items, Administration can approve or deny, staff can electronically attach receipts, etc. after purchase, and the finance office can file the electronic record.

Result

The new requisition system resulted in a better managed, faster, and more secure process as well as increased efficiencies in the time it takes for staff to obtain necessary supplies and the finance office to reconcile billing. Because intraoffice mail is eliminated, the possibility of lost forms is greatly reduced. Administration has access to numerous reporting capabilities and has visibility to the most current information regarding all requisitions and their status through an online dashboard.