Purchases from $5,000 and not exceeding $10,000

Accounts Payable will process invoices for payment for purchases made directly by a department (Non-Purchase Order) or using a Purchase Order.

- Non-Purchase Order (Non-PO) Invoice – Supplier was determined by the department. The invoice is not associated with a Purchase Order issued by the University Purchasing Department. Non-PO supplier invoices for goods and services from $5,000 and not exceeding $10,000 that are not capital assets can be paid utilizing the Payment Request process. This is inclusive of Grant funds but not sub-recipients. Any purchase exceeding $10,000 or that is not otherwise noted as approved on the Payment Request Matrix, will not be allowed to be processed via Payment Request. Purchases of this amount are required to be processed through the Purchasing Department with no exceptions allowed.

- The Payment Request Matrix provides documentation requirements for specific Payment Request types. For a quick reference on how to enter a payment request, click here.

- Purchase Order Invoice – Supplier was determined by the University Purchasing Department and the purchase was made with a Purchase Order issued by the University Purchasing Department. The Supplier invoice is associated with a Purchase Order issued by the University Purchasing Department. Invoices from Purchase Orders will primarily be for Contracts and Capital Assets.