

Non PO Payment Request Form Instructions

Before beginning this process for a reimbursement, please verify that none of the expenses have been previously paid/reimbursed.

Selecting the Non PO Payment Request

- Login to SciQuest
- Select the “Non PO Payment Request Form” (Located under Payment Request Forms)
- When completing the form, any field on the form that is **BOLD** is required

Completing information fields for Non PO Payment Requests

1. Supplier

- a. Select appropriate vendor
 - i. If vendor does not exist, complete a Supplier Request form

2. Fulfillment Address

- a. To view different fulfillment addresses, click on “select different fulfillment center” and choose the appropriate address.
- b. If the fulfillment address does not exist, complete a Supplier Request form to have the supplier information updated

3. Remit to Address

- a. Change this address to where the payment should be remitted. If an invoice is attached, this address should match the ‘remit to’ address on the invoice.
 - i. If the remit address is not available, STOP.
 - ii. A Supplier Request Form will need to be completed to update the address before the Non-PO form can be entered.

4. Payment Type

- a. Choose the appropriate option from the dropdown list based on the clarification below (common payment types are highlighted)
 - i. Athletic Official Payments
 1. *Used for University Athletic Officials and Burris Athletic Officials payments for all athletic events*
 - ii. Bank Bond Payments
 1. *Used for bond payments by Finance Office*
 - iii. BSU Foundation Payments (payments from BSU to BSU Foundation)
 1. *Used when sending payments to the BSU Foundation for various reasons*
 - iv. Candidate Travel Reimb
 1. *Used to reimburse travel expenses for candidates traveling to the University as part of the interviewing process for BSU positions*
 - v. Conference Registrations
 1. *Used to pay for conference registrations, either by paying the vendor directly for the registration or by reimbursing the employee who has already paid for the registration and needs to be reimbursed*
 - 1) *If we are reimbursing the employee, this could also fall under the category ‘employee/student reimbursements’*
 - vi. Employee Moving Expense Reimbursement
 1. *Used to reimburse new employees who have an approved moving expense agreement prior to accepting the position with BSU*
 - vii. Employee Awards (reimb for employee awards purchased-BSU Foundation to reimburse BSU)
 1. *Used for employee awards that are purchased through the President’s Office (limited use, mainly used by the President’s Office)*

viii. Employee/Student Reimbursements of \$1,000 or more

1. *Used when an employee or student has purchased something out of pocket totaling \$1,000 or more and needs to be reimbursed*

ix. Employee/Student Reimbursements less than \$1,000

1. *Used when an employee or student has purchased something out of pocket totaling less than \$1,000 and needs to be reimbursed*

x. Food Purchases or Food Reimbursements (Original itemized receipt required)

1. *Used when food is purchased directly from a vendor or by an employee and needs to be reimbursed. If food of any kind is purchased, this is the correct payment type to use.*
2. *If being paid from fund 100100, a [Food Authorization Form](#) must be completed and attached.*

xi. Speakers/Performers/Consultants

1. *Payments of \$1,000.01 or more – A fully executed (reviewed by Legal and signed by Business Affairs and the vendor) contract is required. This payment type is used for all payments for speaking, performing, and consulting services. An invoice can be attached but is not required.*
2. *Payment of \$1,000 or less – No contract is required, but an email generated from BSU that includes the date, amount to be paid, and a description of the services to be provided and acknowledged by the vendor is required. This payment type is used for all payments for speaking, performing, and consulting services. An invoice can be attached but is not required.*

xii. Research Participant Incentive Payment

1. *Used when paying participants in faculty research projects*

xiii. Revolving fund activity (change fund)

1. *Used when reimbursing petty cash funds, when requesting a new petty cash fund, or requesting an increase to an existing petty cash fund*

xiv. Student Athlete Official Visits

1. *Used by University Athletics for student athlete official visit reimbursements*

xv. Student Athlete Unofficial Visits

1. *Used by University Athletics for student athlete unofficial visit reimbursements*

xvi. Student Awards/Scholarships

1. *Used by Financial Aid to reimburse scholarships back to vendors for BSU students who have un-enrolled*

xvii. Student Supervisors

1. *Used by Teacher's College and College of Health for student teacher and nursing clinical supervisor payments*

xviii. US Dept of Homeland Security payments

1. *Used for I-907, I-140, Visa Fraud Fees, and Premium Processing Fees for new international faculty members*

xix. Workers' Compensation

1. *Used by Employee Relations for Workers' Compensation payments*

xx. Other Direct Pay (if no invoice provided)

1. *Used when no other category is applicable and no invoice is provided*

xxi. N/A – After-the-Fact

1. *Used for invoices payable to vendors and a PO was not created*

5. Product Description

- a. *Provide a description of the payment request. This will print on the check stub or direct deposit remittance advice sent to the vendor.*

6. Invoice, Receipt, or Total Amount

- a. Enter the amount to be paid to the vendor or total to be reimbursed
 - i. If there are multiple invoices, they must be entered as separate line items (see further instructions below).
 - ii. If there are multiple receipts being reimbursed, a summary sheet must also be attached with the receipt totals.
 - iii. Sales tax should be removed, unless:
 1. It is being paid or reimbursed from a fund/org that is not subject to the sales tax exemption.
 2. It is prepared food (restaurant/meal receipt).
 3. Delaware County sales tax on restaurants is 8%.
 - iv. Tips are reimbursable but are limited to 20% of the total bill.
 1. If you are removing items from a meal receipt, please also remove the related sales tax and tip.

7. Supplier Invoice Number

- a. Enter the vendor invoice number
 - i. If you do not have a vendor invoice number, enter the receipt date or any other beneficial data to the vendor. **This will be printed on the check stub or direct deposit remittance advice.**
 - ii. The invoice number helps reduce or eliminate the risk of a duplicate payment to a vendor. If you enter an invoice number that has already been used in SciQuest for the current supplier, you will get an error message stating 'duplicate supplier invoice number.' Before proceeding, please confirm if the invoice has already been paid. For assistance, contact ap@bsu.edu.

8. Invoice Date

- a. Enter the date listed on the invoice or the receipt provided for reimbursement
 - i. If there are multiple receipts, please use the oldest receipt date.
 - ii. If this is a student or employee reimbursement over 60 days from the date of purchase, approval is needed from the Accounts Payable Office before the requisition is approved. Complete the [Accountable Plan Exception Review Form](#) and email it to ap@bsu.edu. Please do not enter the Non-PO Payment Request Form until the exception has been reviewed and approved so it can be attached with all of the documentation.

9. Due Date

- a. Payment will not be sent until the first business day after this date, so if payment is needed on a certain date, do not use that date as the due date.

10. Documentation of an After-the-fact Purchase

- a. Provide a detailed explanation of why the University purchasing policies were not utilized.
 - i. Complete this field **only** for an After-the-Fact request of \$1,000 or more
 - ii. Provide a reason why the request was not submitted on a Purchase Order or paid with a Procurement Card.

Documentation of an After-the-fact Purchase

Complete the following fields if this is for an After-The-Fact purchase.

Provide a detailed explanation of why University purchasing policies were not utilized.

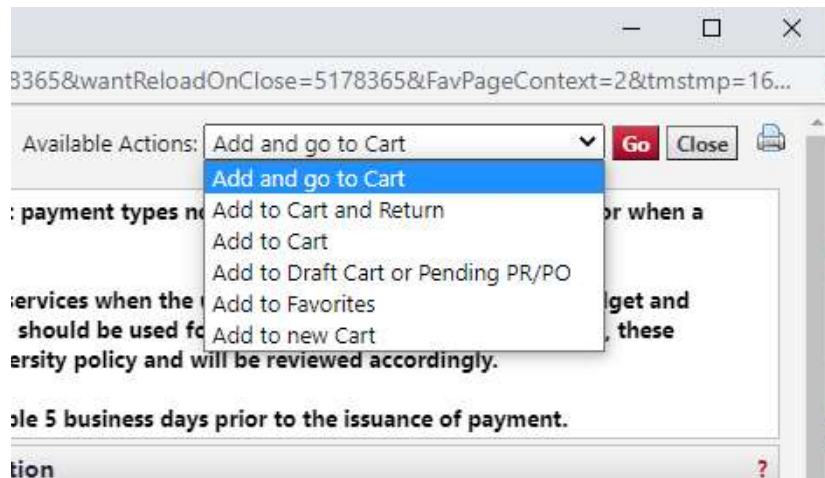
300 characters remaining expand | clear

Commodity Code

11. Commodity Code

- a. This is a default value and does not need to be updated or changed.

Once the Non PO Payment Request form is completed, click the 'Go' button next to 'Add and go to Cart' in the 'Available Actions' section at the top of the form.



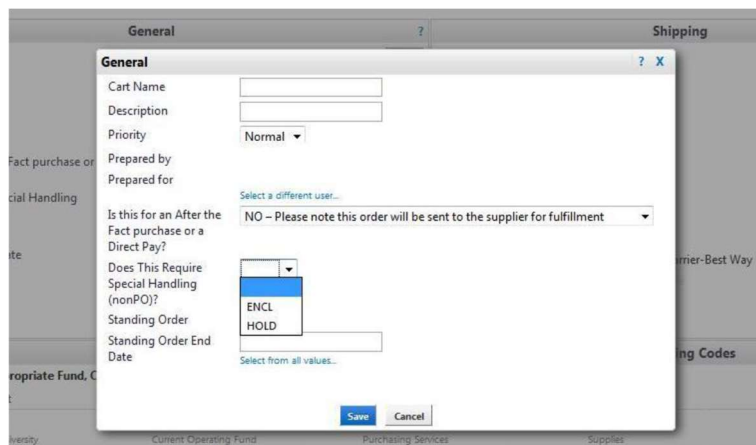
If you have multiple invoices to enter, they should each be entered as a separate item on the requisition, to prevent duplicate payments from being processed. Choose 'Add to Cart and Return' to add one invoice and to return to the Non PO form to create another item for a different invoice.

Click the 'Proceed to Checkout' button from your shopping cart. From here, ensure the request information is correct. Enter the correct FOAPAL information, including the correct account code. FOAPAL's can be split by either dollar amount or percentage if different departments are splitting the cost. For further instruction, please contact ap@bsu.edu. **Attach any applicable invoices, receipts, or other needed documentation in order for the request to be approved.**

On the requisition header, if the check needs to be held for pickup or if the attachments need to be mailed with the check, complete the special handling field.

1. Does This Require Special Handling (nonPO)?

- Choose 'HOLD' to have a check held in Accounts Payable
- Choose 'ENCL' to have the attachments mailed with the check
- Leave blank if neither option is needed



Once everything appears as it should, click the 'Place Order' button.

Supplier Information ?

Prior to completing the Non PO Payment Request Form, the Supplier/Employee must already exist in SciQuest. This can be verified by performing a search using the Supplier field below. If the Supplier/Employee does not exist, the Supplier Create Form must be completed first.

Supplier Purchasing Choice [more info...](#)
[select different supplier](#)

Fulfillment Address PO Purchase Order 1: (preferred)
 Ball State University
 3401 N Tillotson Ave
 Muncie, IN 47306 USA
[select different fulfillment center](#)

Supplier Phone +1 765-285-1532

Distribution
 The system will distribute purchase orders using the method(s) indicated below:
 Fax: +1 765-285-5505
 Manual

Remit To Address
 Remit To Location List
 AP Accounts Payable 1
 Ball State University
 3401 N Tillotson Ave
 Muncie, IN 47306

USA
 Phone 1-765-2851532-
[Please select...](#)

Please select a Payment Type

Product Description

Enter the amount to be paid to the vendor

49 characters remaining [expand](#) | [clear](#)

Invoice, Receipt or Payment Total

Supplier Inv #

Invoice Date [mm/dd/yyyy](#)

Due Date [mm/dd/yyyy](#)

Attach invoices, receipts, or any other documentation substantiating the payment request. No payment request will be approved without proper documentation.

Internal Attachments
[Add Attachments](#)

Health and Safety

☐ Controlled substance
☐ Recycled
☐ Hazardous material
☐ Radioactive
☐ Rad Minor
☐ Select Agent
☐ Toxin
☐ Energy Star
☐ Green

Check or ACH will be distributed by the Accounting Office. Specific handling requirements should be recorded on the requisition.

Documentation of an After-the-fact Purchase
 Complete the following fields if this is for an After-The-Fact purchase.
 Provide a detailed explanation of why University purchasing policies were not utilized.

Annotations:

- Select appropriate vendor. If vendor does not exist, user must first complete Supplier Request.** (Points to Purchasing Choice)
- If more than 1 fulfillment address exists, select the correct one.** (Points to Fulfillment Address)
- 1) Change this address to where the payment should be remitted. 2) If the address is not available, STOP. A Supplier Request Form will need to be completed to update the address before the Non-PO form can be entered.** (Points to Remit To Address)
- Choose the appropriate option from the dropdown list. For vendor invoices submitted after-the-fact and a PO was not created, select "N/A-After the Fact."** (Points to Please select...)
- Provide description of payment request** (Points to Product Description)
- Enter the invoice date (as shown on invoice)** (Points to Invoice Date)
- Enter the vendor's invoice number – if you do not have an invoice number, enter the receipt date or other beneficial data to the vendor. This content will print on the check stub.** (Points to Supplier Inv #)
- Enter the date this payment should be processed. Please note: check will not be sent or ACH deposited until the first business day after this date.** (Points to Due Date)
- Add any invoices, receipts, or other documentation** (Points to Add Attachments)
- If this is an invoice, and the payment type selected is "N/A-After the Fact," and the amount is \$1,000 or more, please provide an explanation for why University purchasing policies were not utilized.** (Points to Documentation of an After-the-fact Purchase)