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 incorrect, email ap@bsu.edu to have the correct address added.

4. **Payment Type**
   a. Choose the appropriate option from the dropdown list
   b. For invoices payable to vendors, and a PO was not created; select “N/A-After the Fact.”
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 cannot be paid or reimbursed, unless it is being paid or reimbursed from a fund/org that is not subject to the sales tax exemption.

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.

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](mailto:ap@bsu.edu) and email it to [ap@bsu.edu](mailto:ap@bsu.edu).

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.

11. **Commodity Code**
    a. This is a default value and does not need to be updated or changed.

**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.

Commodity Code

999999900
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. 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)?**
   a. Choose ‘HOLD’ to have a check held in Accounts Payable
   b. Choose ‘ENCL’ to have the attachments mailed with the check
   c. 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.

## Select appropriate vendor.

If vendor does not exist, user must first complete Supplier Request.

### Fulfillment Address

- If more than 1 fulfillment address exists, select the correct one.

### Distribution

The system will distribute purchase orders using the method(s) indicated below:

- Fax
- Manual
- Remit To Address

### Remit To Location List

- AP Accounts Payable 1
- Ball State University
- 3401 N Tillotte Ave
- Muncie, IN 47306 USA
- select different fulfillment center

### Supplier Phone

- +1 765-285-5505

### Please select a Payment Type

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.”

### Provide description of payment request

Enter the amount to be paid to the vendor

### Enter the invoice date (as shown on invoice)

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.

### Due Date

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.

### 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 for why University purchasing policies were not utilized.

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.

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If more than 1 fulfillment address exists, select the correct one. 

1) Change this address to where the payment should be remitted.
2) Send an email to ap@bsu.edu if the correct address does not exist.

Enter any invoices, receipts, or other documentation.