

Ball State University  
Purchasing Department  
**Policy: Non-PO Payment**

**General**

Non-PO payments are used in situations where a Purchase Order is not a feasible or possible option. In order to request the use of a Non-PO payment, a Non PO Payment Request Form must be filled out via the link provided in SciQuest. The department will need to enter the supplier name, remit to address, the type of payment method being requested, product description, payment total, due date and all invoicing, receipts, and documentation pertinent to the payment request. The request is contingent upon approval and must be in the Accounting Office five (5) business days prior to the issuance of payment. See below for examples of non-PO payments.

**Non PO Payment examples:**

- Athletic Official Payments
- Employee Awards
- Workman's Comp
- Bank Bond Payments
- BSU Foundation Payments (Payments from BSU to BSU Foundation)
- Candidate Travel Reimbursement
- Employee Awards (Reimbursement for employee awards purchased-BSU Foundation to reimburse BSU)
- Food Purchases or Food Reimbursements (Original itemized receipt required)
- New Employee Move Reimbursement
- Speakers/Performers/Consultants (If payment to an Individual & less than \$5000.00)
- Revolving Fund Activity (Change fund)
- Student Athlete Official Visits
- Student Athlete Unofficial Visits
- Student Awards
- Student Supervisors
- US Dept of Homeland Security Payments
- Other (If no invoice provided)
- After The Fact:
  - *Subscriptions*
  - *Dues*
  - *When you have an invoice for products/services previously ordered (**Under \$1,000**)*

**Items to note:**

- If your payment type is not listed on the Non-PO Form, you are likely trying to use the wrong method.
- All payment types **WILL NOT** send out a Purchase Order to the supplier.

**Responsibility**

Purchasing Department

Finance Office

**Other Departments Affected**

BSU departments

Creation Date: 3/27/2012

Last Revised: 9/17/2019