# 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. All Non PO Payment Request Forms must include a <u>detailed business purpose</u> that supports the mission of the University.*

**Selecting the Non PO Payment Request**
- Login to JAGGAER
- 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 – must have an address chosen, but will not affect the requisition**
   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. **Distribution Method - SKIP**
4. **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.
5. **Payment Type**
   a. Choose the appropriate option from the dropdown list based on the clarification below (common payment types are highlighted)
      i. <u>Athletic Official Payments</u>
         1. *Used for University Athletic Officials and Burris Athletic Officials payments for all athletic events*
      ii. <u>BSU Foundation Payments (payments from BSU to BSU Foundation)</u>
         1. *Used when sending payments to the BSU Foundation for various reasons*
      iii. <u>Candidate Travel Reimb</u>
         1. *Used to reimburse travel expenses for candidates traveling to the University as part of the interviewing process for BSU positions*
      iv. <u>Conference Registrations</u>
         1. *Registrations should be paid using the department p-card, if possible.*
         2. *Only direct payments to vendors for conference registrations*
            1) *Reimbursements to employees must be entered into Emburse Enterprise on the traveler's expense report after the conference has been completed.*
      v. <u>Employee Awards</u>
         1. *Used for employee awards that are purchased (limited use, mainly used by the President's Office)*
      vi. <u>Employee/Student Reimbursements of $1,000 or more</u>
         1. *Used when an employee or student has purchased something out of pocket totaling $1,000 or more and needs to be reimbursed (reviewed by Purchasing)*
      vii. <u>Employee/Student Reimbursements less than $1,000</u>

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

viii. <mark>Food Purchases/Reimbursements or Hospitality Expenses</mark>
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. A *Food Authorization Form* must be completed and attached. This form must include all attendees, a detailed business purpose, and all required signatures.
3. If applicable, the approved ServiceNow Hospitality Expenses Approval Form must be attached.

ix. <mark>Speakers/Performers/Consultants</mark>
1. Payments of $3,000.01 or more – A fully executed (reviewed by Legal and signed by an approved University signatory 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 $3,000 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.

x. Research Participant Incentive Payment
1. Used when paying participants in faculty research projects

xi. 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

xii. Student Athlete Official/Unofficial Visits
1. Used by University Athletics for student athlete official and unofficial visit reimbursements

xiii. Student Awards/Scholarships
1. Used by Financial Aid to reimburse scholarships back to vendors for BSU students who have un-enrolled

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

xv. 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

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

xvii. <mark>Other Direct Pay (if no invoice provided)</mark>
1. Used when no other category is applicable and **no invoice is provided**

xviii. <mark>N/A – After-the-Fact</mark>
1. Used for invoices payable to vendors and a PO was not created

6. **Product Description**
   a. Provide a description of the payment request. <mark>This will print on the check stub or direct deposit remittance advice sent to the vendor.</mark>

7. **Invoice, Receipt, or Payment Total**
   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 an employee or student reimbursement and the department/area has agreed to pay the amount.
3. It is prepared food (restaurant/meal receipt).

      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.

8. **Supplier Invoice Number**
   a. Enter the vendor invoice number as it appears on the invoice attached
      i. If you do not have a vendor invoice number, enter the receipt date or any other beneficial data to the vendor. <mark>This will be printed on the check stub or direct deposit remittance advice.</mark>
      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 JAGGAER 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.

9. **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, a Policy Exception Request Form must be submitted and approved in ServiceNow. The approved form needs to be attached to the requisition with the receipts.

10. **Due Date**
    a. When selecting a due date, please keep in mind that check processes are completed on Mondays and Thursdays.

11. **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.
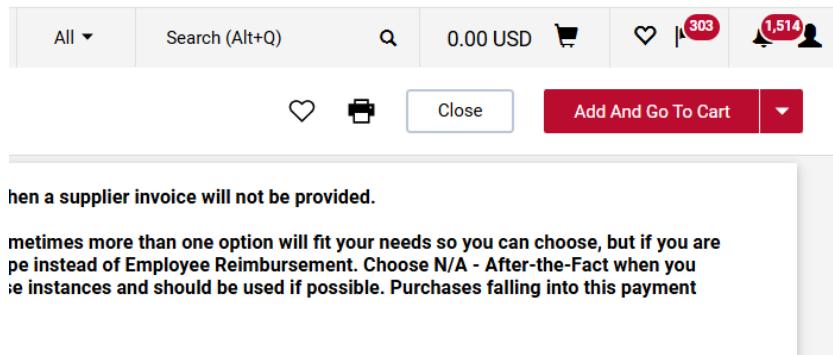


12. **Commodity Code**
    a. This is a default value – **do not change**.

Once the Non PO Payment Request form is completed, click 'Add And Go To Cart' 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 enter each additional invoice and choose 'Add And Go To Cart' after the last invoice has been entered.

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. Please reference the Documentation Requirements Chart found at the end of this document.

In the General Section on the Requisition Summary, use the pencil icon to complete the special handling field if the check needs to be held for pickup or if the attachments need to be mailed with the check.

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.

# Documentation Requirements

| INVOICE | RECEIPT | TRAVEL SUBSTANTIATION |
|---|---|---|
| <ul><li>Vendor's name and address</li><li>Billed to Ball State University</li><li>The date of services or purchase</li><li>An itemized list of goods purchased or services provided</li><li>Quantities and unit prices</li><li>Itemized charges including the total amount to be paid</li><li>PO number preferred, if applicable</li><li>Payment remittance address and/or ACH information</li></ul> | <ul><li>Itemized list of items purchased</li><li>Date of purchase</li><li>Vendor name</li><li>Proof of payment.</li><li>*Bank or credit card statement may be required if receipt does not show proof of payment.*</li><li>Total, including any sales tax</li></ul> | <ul><li>**Airfare:** complete airline itinerary</li><li>**Hotel:** itemized paid hotel folio</li><li>**Car Rental:** itemized car rental agreement</li><li>**Parking:** paid receipt</li><li>**Mileage:** map from start to destination(s) indicating round-trip mileage (if not set-rate)</li><li>**Ground Transportation (taxi, shuttle, etc.):** paid receipt, including itemized charges and pick-up/drop-off locations, if applicable</li></ul> |
| **Training, Conference (Presenting or Attending), and/or Meeting Attendance** | **Business Meals** | **Subscriptions and Memberships** |
| One [1] of the following:<ul><li>Conference/Training Agenda</li><li>Provided Name Badge</li><li>Certificate of Completion</li><li>Event promotional material if traveler is speaker/presenter</li></ul> | <ul><li>Itemized receipt</li><li>Meal attendee list</li><li>Proof of tip/gratuity; not exceeding 20% of the total bill<ul><li>*Bank or credit card statement may be required to substantiate gratuity paid if gratuity amount is handwritten on invoice or receipt instead of printed.*</li></ul></li></ul> | <ul><li>Description of Subscription/Membership</li><li>Length of Subscription/Membership</li><li>Date of purchase</li><li>Vendor name</li><li>Total, including any sales tax</li><li>Proof of payment.<ul><li>*Bank or credit card statement may be required if receipt does not show proof of payment.*</li></ul></li><li>If employee-specific, name of employee</li></ul> |