

# PAYMENT REQUISITION

## GUIDELINES

The **Payment Requisition** is used to request payment from Accounts Payable. This form is monitored and reviewed by the Business Office and should not be used to request payment for supplies/services that would normally require a UNA Purchase Order. Transactions submitted on this requisition not complying with the State of Alabama bid laws and UNA procurement policy will not be processed and will be returned to the requestor. **No reimbursement will be made for Alabama sales tax.**

Please contact the Controller's Office if further explanation or clarification is needed in completing the Payment Requisition form. For information pertaining to the University's procurement guidelines, please visit [www.una.edu/purchasing/procurement-policy](http://www.una.edu/purchasing/procurement-policy).

The **Payment Requisition** is normally used for, but not limited to, the following types of payments:

- Dues and memberships
- Hospital, doctor; or pharmacy payments
- Library book/periodical standing orders
- Library interlibrary loans
- Postage, bulk mail permits renewal, etc.
- Stipends or payment to independent contractors – attach contract signed by the President or Vice President for Business & Financial Affairs

Payments to multiple vendors cannot be issued from a single requisition.

Purchases for which reimbursement is **NOT** allowed:

- Purchase of gift cards, or their equivalent.
- Contributions to agencies outside the University.
- Any items considered personal.
- Receipts which do not contain an itemization of purchases.

After form completion, attach supporting detailed documentation (credit card receipts alone are not sufficient), obtain necessary departmental approvals, and route to the **UNA Controller's Office, UNA Box 5001.**