

# PAYMENT REQUISITIONS

1. If the VPAA Office is paying for a purchase from your area (meaning it is a standard purchase paid from our budget or advanced permission has been received), we will pay for the item but it is the responsibility of the department/requestor to do the background work (make the purchase, etc.).
2. If a Payment Requisition is needed, please complete the Requisition leaving the Cost Center and Account Number blank. Renee' Vandiver will assign a VPAA account number.
3. If a Purchase Order is needed, complete the Purchase Request in Banner using your account number (you won't have the permissions to use ours), print the Purchase Request, cross out your account number, have the supervisor sign, and send to Renee' Vandiver with a note attached reminding us we agreed to pay. When it arrives in our office, Renee' will either assign an account number to the Purchase Request or leave the departmental account number on it and transfer the funds to the departmental budget to cover the cost.
4. Exceptions: there will be times when you will be asked to use your account number and our office will transfer the funds to your account. When applying an account number, remember to complete all lines: Index, Fund, Org, Account, and Program.