

UNIVERSITY OF NORTH ALABAMA

Payment Requisition Guidelines

Payment Requisitions are used to request payments from Accounts Payable to a vendor or for reimbursement for an approved University expense.

A Payment Requisition should not be used to request payment for supplies/services that would normally require a Purchase Order.

Transactions submitted on a Payment Requisition not complying with the State of Alabama bid laws and the UNA Procurement Procedure, will not be processed and will be returned to the requestor.

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

- Purchases that are less than \$500 (if over \$500, a PO should be issued)
- 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 – must attach contract signed by the President or Vice President for Business and Financial Affairs

The Payment Requisition is NOT allowed to be used for:

- 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 (all receipts must be itemized)
- Payments to multiple vendors on the same requisition

A Payment Requisition should be completed using the [Purchase Order Payment/Payment Requisition/Travel Reimbursement Workflow](#) found on the Controller's website. Instructions for the workflow are also found on the website. [Purchase Order Payment/Payment Requisition/Travel Reimbursement Approval Instructions](#)