PO REQUISITION VERSUS PAYMENT REQUEST

Legend

This flowchart is to be used by departments when determining how to pay a vendor after an invoice is sent.

The purpose of a Purchase Order (PO) is to place an order for goods or services, whereby the terms of the sale are defined.

PS = PeopleSoft

For questions about ProCard payments, please contact the ProCard office at procard@louisville.edu

For questions about Requisitions, please contact the Purchasing office at purchase@louisville.edu.

For questions about Payment Requests, please contact the Accounts Payable office at acctspay@louisville.edu

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I have an invoice that needs to be paid. What do I do?

Was a PO Issued?
- Yes → Receive in PS; forward invoice with PO# to Controller's Office for payment.
- No ↓

Can it be paid with a ProCard?
- Yes → If under $4,500, allowable, and vendor accepts credit card payments
- No ↓

Is it an invoice for a PSC?
- Yes → Enter a Requisition
- No ↓

Is it an invoice for a subgrant?
- Yes → Enter a Requisition
- No ↓

Is it for goods/services listed on Payment Request Guidelines?
- Yes → Enter a PS Payment Request
- No ↓

Is it for goods/services under a contract with has been formally bid by Procurement Services OR for which an agreement has been signed by Procurement Services?
- Yes → Enter a PS Payment Request
- No ↓

Is it for goods/services not otherwise categorized above?
- Yes → Enter a PS Payment Request