Overview

- Intended for Procurement Requesters
- Covers how to create purchase requisitions for Non-standard Disbursements
- This Request Form should only be used if there is an inability to order goods/services ahead of receiving an invoice. The supplier must exist in iO before proceeding with a Non-standard Disbursement.
  - If you need to register a new supplier, please utilize the HR/Finance Help Desk. See the procurement website for more details: https://controller.rice.edu/supplier-information.
- The payment request must fall within policy and be classified by one of the following categories to qualify for this process. (If the payment request does not fall into one of the mentioned categories below, you must create a proactive requisition/PO.)
  - Cash Awards and Prizes
  - Charity/Donations
  - Conference Registration Fees
  - Dues and Memberships
  - Guest Fellowships
  - Honorarium
  - Medical Visits
  - Non-Employee Expense Reimbursement
  - Permits, Parking Permits, Licensing, Fees & Visas
  - Refunds
  - Research Participant Payments
  - Royalties
  - Sports Official Fees
  - Student Organizations and Events
  - Taxes
  - Utilities
- Upon submitting this requisition, Accounts Payable will evaluate the request for payment. You must attach the invoice you wish to be paid to this requisition.
- Keywords: purchase requisition, request form, invoice

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Change Log

| Date	Change	Description
9/23/2022	Updated formatting	Updated to new format and applied accessibility; shortened Section A
11/9/2021	Edited content	Added link to supplier set-up info in Overview

For additional assistance, please submit a HR/Finance Help Desk ticket.

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A. Navigating to the Non-standard Disbursements Request Form

1. Under the **Procurement** tab on the home page, scroll down and select the **Purchase Requisitions** tile.
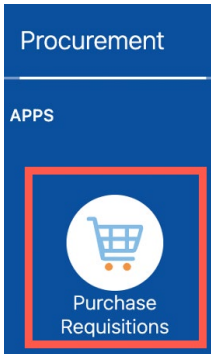
2. Scroll down to the **Request Forms** section, and select number **3. Non-standard Disbursement**.

B. Creating a Non-standard Disbursement Request Form Requisition

1. You will be redirected to the **Create Request: 3. Non-standard Disbursement** page to add a requisition line to your cart.
   a. Enter the following:

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   i. **Item Description**: Description of goods/services for which you are requesting payment

   ii. **Category Name**: Use the search function to determine which category would apply to your request for payment

   iii. **Amount:** Total amount of goods/services provided

   iv. **Currency**: Defaults to USD

2. You must populate the **Supplier** field by using the search function or by directly typing the supplier's name. If there are multiple **Supplier Sites** (addresses), select the appropriate option from the drop-down. These fields are required.

* Supplier	Jim Parsons
* Supplier Site	1005 Isab 77004 ▼
Agreement	
Supplier Contact	
Phone	
Fax	
Email	
Supplier Item	

  a. The remaining supplier contact fields will fill in automatically based on the supplier selection but are not required.

3. If the purchase is from a previously negotiated agreement with the supplier, an agreement number must be populated. In the **Agreement** field, you may type in the agreement number for this requisition, or you may use the field's search function to locate the correct agreement number. The Purchasing Team is also available to help you select the correct agreement if there are multiple agreements for the supplier.

4. Under the **Attachments** section, using the **+** icon, attach all necessary documentation for the payment request. Note: An attachment of the invoice (**To Buyer**) is required to process payment.

Attachments

View ▼   **+** ✕

Type	Category	* File Name or URL
No data to display.		

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a. Select **To Buyer** under **Category** to ensure smooth delivery.

Attachments

Actions ▼   View ▼   ✚   ✖

Type	Category	* File Name or URL
File ▾	To Buyer ▾	Browse... No file selected.

5. In the **Additional Information** area, please add any **Special Handling if applicable** for the payment.

Additional Information
Payment Request

Special Handling If Applicable [   ]

6. Once the necessary information is provided and the requisition line complete, select **Add to Cart**.

| Add to Shopping List | **Add to Cart** | Done | 🛒 0 |

7. Select the **Cart** icon and select **Review**.

| Add to Shopping List | Add to Cart | Done | 🛒 1 |

Commencement speaker
$10,000.00 $ 10,000.0   ✖

Total **$10,000.00**

Review Submit

C. Reviewing/Editing Requisition Information

1. This will bring you to the **Edit Requisition** page.

a. **Description:** This will be the same as what was entered as the description of your first requisition line, so adjust this field to describe the requisition as a whole; this description will also be seen on the **Manage Requisitions** page, so type in something to help you identify this requisition

b. **Requisition Amount:** Total amount of the requisition

c. **Attachments:** Quotes and purchase justifications at the header level of your requisition.
   i. You can also attach the invoice here. Be sure to select **To Buyer**.

2. To review/edit the **Requisition Lines**, highlight the row you wish to modify, and then select the pencil icon.

3. A pop-up will appear with the line information. Edit the line information as necessary, and then select **OK**.

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4. Under the **Line #: Details** section, review the **Delivery** and **Billing** information for each requisition line as follows.
   a. **Delivery**: Adjust **Requester** and **Deliver-to Location** as needed per each requisition line.

   i. **Requester:** User requesting the goods/service
   ii. Note: There are two people that can do receiving for the requisition: (1) the Preparer, who created the requisition or (2) the **Requester,** who is designated here by the Preparer.
   iii. **Deliver-to Location:** Campus address where the goods will be delivered or services will be rendered; not important in this case because the PO will not go to the supplier

   b. **Billing**: Review the **Project Costing Details** and/or **Charge Account** information for the line item. These will default based on your requisition preferences, but this is where you can adjust them.

   i. **Project Number**: If you need to charge your requisition to a grant/project, you can enter the information in this section; below is an example of project-funded purchase

ii. **Charge Account Nickname/Charge Account**: Select a charge account from your requisition preferences by changing the **Charge Account Nickname** or entering a new **Chart of Accounts** (CoA) string; below is an example of Chart of Accounts-funded purchase

iii. Note: A CoA string is required to be entered for every purchase, including project-funded purchases. The system will look to the project to define the correct CoA, but it needs values entered to work properly.

iv. Note: The procurement category drives the natural account segment of the CoA.

c. If you need to split funding between two different funding sources, select the split icon.

i. You will now see a total of 2 distribution lines. You can split the funding based on **Amount** or **Percentage**.

ii. For each distribution line, update the funding information: **Charge Account Nickname/Charge Account** and **Project Costing Details** (as necessary).

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5. Under the **Notes and Attachments** section, add any necessary **Note to the Supplier** or **Attachments**.

a. **Note to Supplier**: A brief note (up to 240 characters) to the Supplier, if necessary
b. **Attachments**: Must select **To Buyer** and attach receipt

D. Submitting the Non-standard Disbursement Request Form

1. After confirming that the requisition is fully correct and complete, select **Save** and then select **Check Funds** to confirm that budgetary funds are available.

2. On the pop-up, select **OK**, or you can select **View Funds Check Results** for the budget check summary.

3. Review the information and then select **Submit**.

4. On the confirmation pop-up, select **OK**.

5. The requisition is now pending approval. You can see your requisitions and the status of each under **Recent Requisitions**.

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6. This requisition will route for approval like all other requisitions. After approved, AP will process this PO. It will not be communicated to the supplier. From there, they will create and pay the invoice if all falls within policy.

7. Approval thresholds:
   a. If requisition is under $1,000, then auto-approve.
   b. If requisition is $5,000 or more and a fixed asset (see the **Fixed Asset Purchase** Job Aid), then route to Property Accounting and continue below.
   c. If requisition is $1,000 or more, a subaward (see the **Subaward Requisitions** Job Aid), and…
      i. CoA-funded, then it is rejected.
      ii. Project-funded, then route to the Project Manager
   d. If requisition is $1,000 or more, other, and…
      i. Charged to a project, then route to Project Manager.
      ii. Charged to a CoA string, then route to Cost Center Manager.
   e. If requisition is $25,000 or more, routes to the above, and then Procurement Director
   f. If requisition is $100,000 or more, routes to the above, and Controller receives an FYI.

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