



Payment Request Guidelines

The Payment Request form in SLCCBuy is used to submit requests to pay invoices for procurements that do not require a PO prior to an order being placed and for expense reimbursements. The Payment Request form should not be used to request payments for orders or contracts for which a PO was created. Note that a PO is created for requisitions that include non-catalog items and for procurement contracts. To request payment be made against a PO, submit the PO Invoice form.

The following procurements do NOT require a PO to be created prior to an order being placed:

- Expenditures under the small dollar purchase threshold of \$2,500
- Memberships
- Subscriptions
- Conference Registrations
- Placement advertising in magazines, journals, newspapers, radio, television, online, buses, billboards, etc.
- Library journals, periodicals, and rare books
- Broadcasting rights, television programming, and associated fees
- Grant pass-through payments
- Payments to other government entities
- Royalties
- Catering from approved caterers
- Maintenance agreements approved by Purchasing
- Contract payments after the initial PO has expired (e.g., year 2 of a multi-year contract)
- Simple Service Contracts (See Simple Service Contract Guidelines)
- Other payments as determined by Purchasing