

PAYMENT REQUEST FORM

- Any purchase of a **supply/good less than \$4,999.99** that can't be purchased using a P-Card, (*example vendor charges a credit card service fee*). Include vendor invoice.
- Any **service up to \$49,999.99** (except for utilities). Include vendor invoice. Anything exceeding this amount for a service will require a Request for Proposal (RFP) from the Procurement Department (only if one has not already been issued). Any services as such must be "bid" to ensure the university is receiving the best pricing for the service being rendered.
- Payments made to an individual, not employees.
- Request advance payment for purchasing gift cards (Research) also include IRB letter.
- Make sure the vendor is aware of our tax exemption status and provide the vendor with a completed copy of our tax exemption certificate.