University of North Alabama

Payment Requisition Guidelines

* The Payment Requisition is used to request payment from Accounts Payable
* Should not be used to request payment for supplies/services that would normally require a UNA Purchase Order.
* Transactions submitted on this requisition not complying with the State of Alabama bid laws and UNA Procurements Policy will not be processed and will be returned to the requestor.
* No reimbursement will be made for Alabama sales tax.
* The Payment Requisition is normally used for, but not limited to the following types of payments:
* 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- attach contract signed by the President or Vice President for Business and Financial Affairs
* Purchases for which reimbursement is NOT allowed:
* 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.
* Payments to multiple vendors cannot be issued from a single requisition

1/3/2014