



3.1 Payment Requests

Policy Statement

There are certain purchases that do not require action by the Procurement Office and as such some of these are delegated to campus units to handle as payment requests. In such cases, departments should obtain the invoice and complete payment by means of a payment request. The purpose of this policy is to enable campus units to appropriately utilize payment requests as an authorized mechanism of purchasing and payment.

The State Accounting Office (SAO) provides [guidance to state entities](#) on when a purchase order is expected in the procurement of goods and services. Except as noted below and when final payment method is not a purchasing card (pcard) a purchase order is required for all purchases or obligations to purchase goods and services greater than \$2500.

The following are allowable via payment request, regardless of dollar value:

1. Attorney and legal related payments, as such procurements are prescribed to the Department of Law via OCGA §45-15-34;
2. Benefit payments made directly to recipients;
3. Intergovernmental agreements/payments (e.g. GTA bills, Risk Management premiums, HRA assessments, etc.)
4. Memberships dues and/or subscriptions (Examples include: library subscriptions, internet database subscriptions, magazine subscriptions, newsletter subscriptions, newspaper subscriptions, professional document and publication subscriptions (Legal, Medical, etc.), or professional journal subscriptions.). Please see [section 3.1.3](#) of FAPL for more information on memberships.
5. Payroll and associated tax and benefit payments
6. Postage and shipping (including customs and freight charges from brokers, freight forwarders, and carrier)
7. Real estate rental/lease payments
8. Registration fees
9. Sales and Use tax payments
10. Travel expense reimbursements for non-employees (Employee travel expense reimbursements are handled via expense report process in the UGA Financial Management System)
11. Utilities (e.g., electricity, telephone land lines, cell phone charges, etc.)
12. WEX and ARI payments

The following items/services may not be purchased using payment request regardless of dollar value:

1. Hazardous materials

2. Trackable chemicals
3. Firearms
4. Vehicles – licensed for road use
5. Purchases that require (1) regular interaction with students, employees, minors, and/or (2) regular access to facilities, monies, sensitive/confidential information. (Note: Departments may request Procurement to grant an exception to this policy if the supplier will not accept a purchase order. The supplier will need to confirm compliance with background check requirements for their employees in order for an exception to be granted.)

Payment request may be used for all other goods and services but are limited to a total cost not to exceed \$2,500:

Please note: If the goods or services are available on a mandatory statewide contract, the purchase must be from a supplier on the statewide contract and for goods/services offered under the contract. An index of statewide contracts is available on [Team Georgia Marketplace](#). Use tgmquest as both the user name and password. Then use the search functionality to search for the category of products, etc. Search results will show if the contract is mandatory or convenience. The Procurement Office may pursue a waiver from State Purchasing on your behalf. Please reach out to Procurement if you wish to pursue a waiver.

Note: It is expected that all study away programs will operate in accordance with this policy no later than July 1, 2021. For assistance in modifying existing business processes please contact the Office of Global Engagement.

Reason for policy

The purpose of this policy is to enable campus units to appropriately utilize check requests as an authorized mechanism of purchasing and payment.

Procedures

The invoice should be attached to the payment request in the UGA Financial Management System and submitted for payment. Users are encouraged to include information supporting the business need/purpose of the purchase in the payment request.

Forms/Instructions

[Creating a Payment Request](#)

[Creating a Payment Request with Multiple Expense Lines](#)

[Creating a Payment Request with Multiple Accounting Distributions on the Same Line](#)

Additional Contacts

Accounts Payable, 706-542-2786

Definitions

Payment Request – PeopleSoft functionality for processing unencumbered payments to companies and non-employees.

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Procurement Officer

Policy Owner: Procurement Office

Policy Contact: Robert Currey and Ernie Webster

Phone Number: 706-542-2361

Record Retention

Citation or Reference: [Research Grant Records](#)

Number: 0472-09-006

These records relate to funded research grant proposals and research activity associated with grant funded projects. Examples of records include: supporting statistics, demographic data, draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, and summary reports.

Retention: Final research report is permanent. All other records: 7 years after the end of the grant period.

Citation or Reference: [Accounting Records](#)

Number: 0472-03-001

This series includes bank statements, purchase requests, purchase orders, requisitions, financial reports, accounts payable and receivable records, write-off records, discrepancy, payment schedules, operating statements, year-end projections, reconciliation and expenditure reports, cancelled checks, check stubs, moving expenses records, cost accounting reports, refund/disbursement request records, returned checks, deposit slips, travel records, credit voucher requisition records, cash balances and reconciliations, sales and cash reconciliation records, journal entries, outstanding obligations, refund/disbursement requests, receipts, and invoices.

Retention: Monthly and quarterly reports: 1 year; All other records: 5 years.

Appendices

FAQs

Related information

[◀ Purchasing and Payment Mechanisms](#) | [Timely Reimbursement of Business Expenses](#) ▶

Policy Dates

Effective Date: 01/01/2021

Date Last Updated: 01/01/2021

Date of Last Review: 01/01/2021

Date of Approval:

Previous Version of Policy: 07/01/2020