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, andcarrier)
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 phonecharges, 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 tgmguest 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
One 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
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.

Can I attach multiple invoices to one payment request?
The Financial Management System is an integrated system that passes information from module to module, allowing the University to have accurate transactional reporting in our General Ledger that Accounting maintains. The limitation of being able to submit one (1) invoice per payment request was documented and communicated in the Business Process Changes Summary 2018 release to the UGA community with the implementation of PeopleSoft. There is a one invoice-to-one voucher relationship for transactional processing. PeopleSoft does offer the ability to be able to copy a payment request. The link to the steps for copying a payment request is https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=148854.

Can I submit a statement instead of an invoice for payment?
No. UGA requires an itemized invoice to process payment. Invoices include required information such as description of item/service, quantity of item/service, price of item/service, shipping charges, and date of transaction. Statements are not a valid accounting transaction. Statements are a notification process from suppliers to remind customers of sales on credit that they have not yet received payment.