

## Direct Payment Requests (DPR)

- Do not require PO
- Are allowed for certain categories of payments
- The following categories will require the use of the DPR form:
  - Registration fees
  - Subscription renewals
  - Membership dues
  - Unplanned Equipment repairs
  - Research Subject fees

## Direct Payment Requests (DPR)

- The following categories will also use the DPR process but will have their own forms:
  - Independent Contractor payments
  - Student Travel Reimbursements
  - Visitor Travel Reimbursements
- The DPR process cannot be used to pay invoices for the purchase of products that should have been ordered using a PO

## Reimbursements

- NU employee reimbursements will be processed using an Expense Report
- Visitor, Student and other reimbursements will be processed using Direct Payment Requests

## Reimbursements

For reimbursements:

1. Print completed Expense Report
2. Attach original receipts
3. Obtain supervisor's signature
4. Business Office applies approvals in workflow
5. AP reviews and applies final approval
6. Payments will be sent to payroll account

# What is a requisition *not*?

- A *Requisition* is not a *Purchase Order*
- *REQ* number cannot be used in lieu of a purchase order number
- *REQ* number cannot be submitted to vendors



# What are the 2 types of requisitions?



- **Catalog**
  - o Items found in iBuyNU hosted or punchout catalog
  - o Item data auto-populates the requisition
  
- **Non-Catalog**
  - o Items not found in iBuyNU
  - o Item data entered by *Requester* in requisition
  
- Do not mix catalog and non-catalog items in the same requisition

