

 <b>VILLANOVA</b> UNIVERSITY	<b>Policy: Request for Payment</b>
	Submitted By : John Durham
Financial Affairs Department Procurement Policies and Procedures	Approved: January 24, 2007

### Policy

Requests for Payment are a means to process payments for services or products when a requisition, procurement card, or blanket order was not utilized for a purchase. Individual departments are responsible for placing these orders directly with vendors and for submitting the correct paperwork to the Procurement Department for payment. Requests for Payment are permitted to be used for purchases as indicated in the Villanova Procurement Matrix. Requests for Payment may be used in other special circumstances if pre-approval has been obtained from the Procurement Department.

All purchases are required to comply with the University Bidding Policy and Insurance Requirements. It is the responsibility of each department's budget administrator to monitor all transactions within their budgets and to ensure that they conform to all applicable policies.

New vendors require preauthorization prior to the commitment of University funds for a purchase. Documentation needed for pre-authorization includes an IRS W-9 Form and an Independent Contractor Checklist form for all independent contractors (see Vendor Registration Policy for more information).

### Procedure

1. Department determines the need for a product or service.
2. Departments should check the Villanova Procurement Matrix for the applicable procurement method, and for the availability of pre-approved vendors.
3. If a particular product or service is an approved Request for Payment purchase (adhering the commodity and dollar level restrictions), departments may place orders with the vendor directly. The departments must instruct the vendor to send all invoices to their attention, and the department will be responsible for ensuring payment, including processing all paperwork in a timely manner.
4. A Request for Payment form must be filled out correctly and the original invoice must be attached. All requests for payments must be properly approved based on the Signature Authority Policy.
5. All paperwork must be submitted to the Procurement Department – Huebner Hall.
6. The Procurement Department will review the request for payment. Once approved, Procurement will enter the invoice into the Banner system. Normal processing time for Requests for Payment is approximately 10 business days. A check will be issued based upon the payment terms of the vendor.

7. Procurement will disburse payments based upon the Check Disbursement policy.