

<p style="text-align: center;">VILLANOVA UNIVERSITY PROCUREMENT DEPARTMENT Policy and Procedure</p>	<p><b>Policy Number :</b></p>
	<p>Submitted By : John Durham Date: 11/08/2006</p>
<p>Title : Processing Requisitions for Invoices Already Received</p>	<p>Approved By : John Durham Date: 11/06/2006</p>

**Policy**

Requisition should be submitted to the vendor when the product or service is ordered. If this procedure is not followed and an invoice has been received, you may process the payment in the following manner.

**Procedures**

1. A requisition will be completed in Banner. The requisition must indicate "Invoices has been received" and the invoice number must be noted.
2. The department must fax or email copy of invoice to Procurement with requisition on invoice.
3. Procurement will complete purchase order and send copy back to department.
4. Department may then process their original invoice for payment by noting PURCHASE ORDER on invoice (not Requisition number). This invoice should then be submitted to procurement for processing. Procurement will NOT pay invoices submitted prior to the purchase order being issued.  
NOTE: Departments may also check the banner document inquiry screen to locate the purchase order number for your invoice.