PAYMENT VOUCHER PROCESS

START

Is PO required?

NO

Is payment to be split between two or more area orgs?

NO

Service or product provided in allowed object code

Prepare a PV

YES

Refer to PUR 303-01

Is payment equal to or greater than $2,500?

YES

Prepare a paper ASU Purchase Request form

Prepare a PV under ONE account then do an IX to transfer expense

NO

Does Vendor information on VENA/VEN2 Tables need updating?

YES

If new vendor:
Add information to the 1VEN table.
If vendor information has changed:
Send requested change to Purchasing.