# Procure to Pay Quick Guide

The Drew University simplified acquisition micro-purchase threshold is $10,000

## PAYMENTS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong></td>
<td>Invoices – Send email to <a href="mailto:invoices@drew.edu">invoices@drew.edu</a>, with approval, PO number, FOAP and vendor ID</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Remember registration for new vendors - <a href="#">Vendor Registration Form</a></td>
</tr>
<tr>
<td></td>
<td>o New non-PO approval process to include workflow in Paymode-X to Directors/delegates.</td>
</tr>
<tr>
<td><strong>B.</strong></td>
<td>Memberships, subscription, honoraria, travel and expense reimbursement – Obtain director approval and submit a <a href="#">Payment Request Form</a>.</td>
</tr>
<tr>
<td><strong>C.</strong></td>
<td>Purchases &lt; $1000, travel and entertainment – please use a Drew procurement card or request reimbursement via the payment request form.</td>
</tr>
</tbody>
</table>

## PROCURE TO PAY PROCESS (Usually over $10,000 and as required by vendors)

1. Obtain director/department pre-approval to ensure priorities and timing are aligned. Budget questions can go to budget@drew.edu.
2. Create Purchase Requisition and Submit in Treehouse
   a. Email supporting documentation to procure@drew.edu to include quote, bids, sole source justification (if applicable). *Please do not submit a requisition if you’ve already purchased something and just ‘need to pay’.*
4. Obtaining Quotes / Bids
   a. Purchase $10,000 - $49,000 – Obtain one (1) quote
   b. Purchase $50,000 - $149,999 – Obtain three (3) quotes
   c. Purchase >= $150,000 – Formal competition, Request for Proposal.
5. Purchase Order
   a. Requisition to PO - signatory authority thresholds include [*Also for Invoice Approval*]
      i. President, or Chief of Staff as proxy over $25K
      ii. Vice President, Provost, Dean, Direct Report to President, $5K - $25K
      iii. Assistant Vice President, Associate Provost/Dean, Director – Up to $5K
   b. Approved POs are typically only sent to the Drew requestor who should forward to the vendor.
6. Receive
   a. Confirm receipt of goods and services before submitting invoices for payments.
7. Payments
   a. Submit all invoices to invoices@drew.edu for approval and payment.
   b. Payments done within 30 days of the invoice due date.
   c. The invoice due date is when the payment must be received by the vendor. Please allow 3-7 days for payments to reach vendors, which varies by payment type.

## Other Tips:

1. **Sole Source Purchasing** – requires written justification and procurement approval.
2. **No PO required** for memberships, subscription, honoraria, travel and expense reimbursement, insurance, emergency medical, guest speakers, training – see policy for full list.
3. **No Bids required** – lecturers, advertising, training, health services, utilities, insurance, - see policy for complete list)

The Chief Financial Officer is responsible for this Policy and can address questions at finance@drew.edu