

## Procure to Pay Quick Guide

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

### **PAYMENTS**

- A. Invoices – Send email to [invoices@drew.edu](mailto:invoices@drew.edu), with approval, PO number, FOAP and vendor ID
  - Remember registration for new vendors - [Vendor Registration Form](#)
  - New non-PO approval process to include workflow in Paymode-X to Directors/delegates.
- B. Memberships, subscription, honoraria, travel and expense reimbursement – Obtain director approval and submit a [Payment Request Form](#).
- C. Purchases < \$1000, travel and entertainment – please use a draw procurement card or request reimbursement via the payment request form.

### **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](mailto:budget@drew.edu).
- 2. Create Purchase Requisition and Submit in Treehouse
  - a. Email supporting documentation to [procure@drew.edu](mailto: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'.*
- 3. [New Vendor Registration](#) - Attach W-9.
- 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](mailto: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)