Procure to Pay Process Checklist

1. **All Payments**, including international vendors, reimbursements, and check requests, will start with a **REQUISITION**.

2. **All New Vendors** require a W9 or W-8BEN (International Vendors).

3. Accounts Payable will then process a **PURCHASE ORDER**.

4. **Vendor Payments - Ready to Pay?** Have you received the goods or services?
   - The Vendor Invoice is required for payment support and approval.
   - **Write on** the Vendor Invoice “PO #,” “OK To Pay,” and the “NAME” of the person approving invoice payment.

5. **Processing Reimbursements or Check Request?**
   - A T&E Reimbursement Form or Check Request Form is required. This is our way of ensuring the correct address, vendor number, and an expanded transaction description.
   - **BE SURE TO ADD** “PO #,” “OK To Pay,” and the “NAME” of the person approving

6. **Email** the Vendor Invoice, T&E Reimbursement Form, or Check Request Form, and any additional support documentation to payables@drew.edu

Payments are reviewed and approved for processing based on the availability of funds, critical invoices, and due dates.

**Need Assistance with entering a requisition?** Please email Rebecca Fry at rfry1@drew.edu

**Have questions?** Please email the following individuals in the Finance Team:

Tarra Aguilera  
taguilera@drew.edu
Glenda Jara       gjara@drew.edu
Rebecca Fry       rfry1@drew.edu
Suzanne Garvey-Dieter sgarveydieter@drew.edu