

Procure to Pay Process Checklist

1. **All Payments**, including international vendors, food service, 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?
 - Vendor Statements **are not acceptable** for payments.
 - Vendor Invoice is required for payment. After reviewing the Vendor Invoice for accuracy, and if you agree on the amount to be paid.
 - **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.

***Note:** It is the department's responsibility to check budget availability and ensure that the PO has enough funds to cover the payments.

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:

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