Non-Purchase Order Payment Request Guidelines

Most university purchases should be procured through the eProcurement application and with a valid purchase order, which will then lead to payment upon receipt of a valid invoice and the appropriate goods receipt. Additionally, low-dollar goods and services as well as retail purchases can be paid for using a university credit card. In rare circumstances, eProcurement cannot accommodate certain types of purchases and payments (e.g., honoraria). For these instances, Vanderbilt purchasers should use the Non-PO Payment Request process to facilitate vendor payment. The categories listed below represent the only goods and services eligible for payment outside of the eProcurement process. When utilizing the Non-PO Payment Request Form, payment terms will default to ‘immediate pay’ unless specified otherwise by terms on an invoice.

The following items may be paid for outside the eProcurement and/or university credit card processes:

- Advertising Costs (Non-Agency Contracts)
- Awards (Students/Guests Only)
- Catering Services/Banquets/Meetings/Event Hosting
- Contributions/Donations/Sponsorships
- Consultants (only for total engagements costing less than $5,000 in the aggregate and with External Consultant Form required)
- Florists/Gifts
- Group Travel/Group Insurance
- Honoraria
- Musicians/Performers/Theatre Groups (VU Performing Artist Agreement required)
- Non-employee Travel & Expense Reimbursement/Payments
- Photographers (Major Events/Ongoing Engagements Require a Purchase Order)
- Postage
- Professional Licensure/Registry/Certification/Memberships/Training
- Registration Fees
- Royalties
- SEC/NCAA Officials and Other Game/Judging Related Services
- Settlement Payments/Workers Compensation Related Services
- Speakers/Lecturers (VU Speaker Agreement required)
- Subcontract Payments
- Subject/Teacher Participation
- Subscriptions/Books
- Tuition Assistance
- Utilities

Questions regarding usage of the Non-PO Payment Request Form (Check Request) can be directed to dscheckrequest@vanderbilt.edu.