

How do I pay a Vendor?

Note that vendors should be instructed to send their invoice for goods or services for approved purchase orders to Accounts Payable (payment@rice.edu) and not to individuals or departments. Any exceptions encountered during processing can be worked out with an Accounts Payable Processor. Exceptions include situations such as a change in the price per item or an over receipt of quantity.

Items < \$3,000

1. **PCard** - Most items for less than \$3,000 may be purchased with a PCard. See <https://controller.rice.edu/sites/g/files/bxs1861/f/PCard%20User%20Manual.pdf> for information on the PCard policies and procedures.
2. **Purchase Order (PO)** - If an item was purchased on a purchase order, it will be paid automatically upon receipt of the invoice if the amount is under \$3,000 (*unless we hear from the ordering department that there is an issue with receipt of goods*). Invoices sent should contain the PO number.
3. **Non PO** - If an item was purchased without a purchase order and cannot be paid by PCard, a Non PO Invoice can be created by the user. These will go through department routing and then Accounts Payable for payment detail verification before payment occurs.
4. **Electronic Check Request** - An electronic check request may be submitted from Rice Marketplace under Preferred PunchOuts & Hosted Catalogs on the Shop tab or in the Check Request section on the Accounts Payable tab. This Check Request form is to be used when an invoice is not obtainable and the PCard can not be used.
5. **Paper check requests** are no longer accepted - they will be returned to the sender.

Items >=\$3,000

1. **Purchase Order (PO)** - If an item was purchased on a purchase order, it will be processed for payment by Payables personnel upon receipt of the invoice and a receipt entered in the system (See "When is a Receipt Required") to acknowledge receipt of the goods or services. Invoices sent should contain the PO number.
2. **Non PO** - If an item was purchased without a purchase order, an email will be sent to the purchasing department when payables receives the invoice. Payment will not be made until a PO is entered into the system and a receiver is also entered.

Detailed walkthroughs, procedures and policies surrounding PO's and actions associated with them can be found at <https://buy.rice.edu/buy-help> and <https://buy.rice.edu/buy-employee-resources>