

Payment Request Workflow

Activities that do not require a Purchase Order are processed as a Payment Request. Each activity has different [documentation requirements](#) which must be attached to the Payment Request Form.

Shopper/Requester

Step 1 - Shopper

- Complete online Payment Request Form including the following:
 - Invoice number
 - Invoice date
 - Supplier name
 - Activity type
 - Item detail
- Attach required supporting documentation to the Form
- Route Cart

Optional -- Cart Authorizer
Determined by department

Step 2 - Requisition Creator

- Complete required fields for the requisition, including Org Node and Chartstring
- Ensure required documentation is attached
- Submit the Requisition for approval

Optional -- Additional Authorizers
Departments can assign up to four additional levels of authorization (by PI, chartfield 1 or 2, etc.)

Department Approver

Step 3 - Requisition Approver

(Org node approver)
Review and approve requisition

If the Requisition Approver denies a requisition, it is returned to the first person who clicked the "submit" button.

- If a Shopper "submits" to a Req Creator, the requisition will go back to the Shopper.
- If a Shopper "assigns" the cart to an individual Req Creator, then the Req Creator would be the first to "submit", and the denied requisition will be returned to the Req Creator.

Requisition correct?

No

Yes

BearBuy automatically generates voucher

Central Disbursements

Step 4 - AP Processor

- Update voucher with invoice number and date
- Review backup documents for completeness
- Review withholding

Backup docs complete?

Yes

No

Step 5 - AP Processor

- Enter comment in BearBuy
- Email department requesting additional documentation
- Receive docs from dept and attach to voucher

Step 6 - AP Processor

Select "Approve and Complete" to route voucher for payment approval

Step 7 - Voucher Approver

Review and approve voucher for payment

System releases payment and posts expense to GL