Payment Requests

Policy

1. **Policy Statement**
   There are certain purchases that do not require action by the Procurement Office and as such some of these are delegated to campus units to handle as payment requests. In such cases, departments should obtain the invoice and complete payment by means of a payment request. The purpose of this policy is to enable campus units to appropriately utilize payment requests as an authorized mechanism of purchasing and payment.

   The State Accounting Office (SAO) provides guidance to state entities on when a purchase order is expected in the procurement of goods and services. Except as noted below and when final payment method is not a purchasing card (pcard) a purchase order is required for all purchases or obligations to purchase goods and services greater than $2500.

   The following are allowable via payment request, regardless of dollar value:
   1. Attorney and legal related payments, as such procurements are prescribed to the Department of Law via OCGA §45-15-34;
   2. Benefit payments made directly to recipients;
   3. Intergovernmental agreements/payments (e.g. GTA bills, Risk Management premiums, HRA assessments, etc.)
   4. Memberships dues and/or subscriptions (Examples include: library subscriptions, internet database subscriptions, magazine subscriptions, newsletter subscriptions, newspaper subscriptions, professional document and publication subscriptions (Legal, Medical, etc.), or professional journal subscriptions.).
   5. Payroll and associated tax and benefit payments
   6. Postage and shipping (including customs and freight charges from brokers, freight forwarders, and carrier)
   7. Real estate rental/lease payments
   8. Registration fees
   9. Sales and Use tax payments
   10. Travel expense reimbursements for non-employees (Employee travel expense reimbursements are handled via expense report process in the GeorgiaFirst Financial System)
   11. Utilities (e.g., electricity, telephone land lines, cell phone charges, etc.)
   12. WEX and ARI payments

   The following items/services may not be purchased using payment request regardless of dollar value:

   13. Software
   14. Hazardous materials
   15. Trackable chemicals

16. Firearms
17. Vehicles licensed for road use
18. Purchases that require (1) regular interaction with students, employees, minors, and/or (2) regular access to facilities, monies, sensitive/confidential information. (Note: Departments may request Procurement to grant an exception to this policy if the supplier will not accept a purchase order. The supplier will need to confirm compliance with background check requirements for their employees in order for an exception to be granted.)

Payment request may be used for all other goods and services but are limited to a total cost not to exceed $2,500:

- o   Please note: If the goods or services are available on a mandatory statewide contract, the purchase must be from a supplier on the statewide contract and for goods/services offered under the contract. An index of statewide contracts is available on [Team Georgia Marketplace](#). Use tgmguest as both the user name and password. Then use the search functionality to search for the category of products, etc. Search results will show if the contract is mandatory or convenience. The Procurement Office may pursue a waiver from State Purchasing on your behalf. Please reach out to Procurement if you wish to pursue a waiver.

    Note: It is expected that all study away programs will operate in accordance with this policy no later than January 1, 2025. For assistance in modifying existing business processes please Academic Affairs.

2. **Reason for policy**
The purpose of this policy is to enable campus units to appropriately utilize payment requests as an authorized mechanism of purchasing and payment.

3. **Procedures**
The invoice should be attached to the payment request in the GeorgiaFirst Financial Management System and submitted for payment. Users are encouraged to include information supporting the business need/purpose of the purchase in the payment request.

4. **Definitions**
Payment Request: PeopleSoft functionality for processing unencumbered payments to companies and non- employees.