

# SUPPLIER INVOICE REQUEST GUIDELINES

The Supplier Invoice Request (SINVR) task in Workday® replaces what was previously known as Invoice Attached and UPAY (requisitions entered after the receipt of goods or services). SINVR is a stand-alone business process in Workday® and is not tied to purchase orders, contracts, reporting or budget planning. Therefore, the SINVR process is the exception, not the rule, and should be limited to allowed transactions or where no other means of purchasing are available (e.g. p-cards, requisitions, or supplier contracts).

**Note:** If a SINVR is used, clear description/justification and documentation (Honorarium form, invoice, etc.) must be provided with the request to be considered for review and approval.

In most instances, a purchase order or supplier contract should be created before receiving goods or services. P-cards are also appropriate for low-dollar value purchases. SINVR should be reserved for a select few purchases. An SINVR is appropriate in the following situations:

- Article publishing fees
- Claims Commission Awards
- Employee or GA Tuition/Course Materials
- Honorariums
- Judicial awards
- Postage meter, permits, and regular postage payments
- Research participant payments / Stipends
- Scholarships
- Shipping charges
- Payments to other state agencies / federal government

Other situations not listed above may be pre-approved by the Business Office.

For payments to be held for pick-up in the Business Office, add a comment to the attachment that includes the Business Office where the check should be held (LRSO or Fayetteville) and the name of the person that will pick up the check. Example: Fayetteville – Jane Doe.