Non-PO Payment Request
(Formerly Miscellaneous Disbursement Voucher (MDV))

Changes and Processing Updates

Effective 9/1/18

By: Jackie Salvatore
Topics for discussion:

- Definitions
- Purpose of Non-PO Payment Request
- What’s changing
- What’s new
- Why changes are necessary
- Examples
- How to complete & submit a Non-PO Payment Request
- Reminders
Definitions:

- **Non-PO Payment Request**—will be replacing **MDV Form**—used to generate disbursements and reimbursements for minor out-of-pocket expenses.

- **Original Itemized Receipt**—Original itemized receipt or invoice issued by the supplier or service provider to document and substantiate the business transaction.

- **Invoice**—A document that itemizes a transaction between the buyer and a seller.

- **Substantiation**—Documentation to support the payment. All payments must include original itemized receipts, documentation of business purpose, names of attendees, and the appropriate expense report for the incurred cost.
What is the purpose of a Non-PO Payment Request:

- Non-PO Payment Request may be submitted for direct payment to employees, students, non-trade vendors and other miscellaneous administrative disbursements as authorized by AP General Payment Policy.

- These reimbursements are usually paid to an individual who incurs expenses on behalf of their departmental business operations due to an emergency.

- To see a full list of categories authorized for payments on the Non-PO Payment Request form, see the Non-PO Category list on the AP website.

- The Non-PO Payment Request form comes to AP and reimbursements are processed within five (5) business days of date received in Accounts Payable.

- All items purchased and reimbursed become the University’s property.
Change is the law of life. And those who look only to the past or present are certain to miss the future."

John F. Kennedy
What’s changing?

- The MDV form will be called a “Non-PO Payment Request”.

- Removal of the $500 threshold.

- All allowable business expenses must be submitted on a Non-PO Payment Request.

- Non-PO Payment Request will only be used to pay specific categories, including registrations, subscriptions, memberships, medical / professional license dues and renewals.
What’s new?

- A new Non-PO Category List to assist in determining when the form can be utilized for payment

- An approval process for allowable business expenses

- Faster review due to less paper-based approvals

- Beginning October 01, 2018, AP will no longer accept the old MDV form, so if you have it saved on your computer please update it to the Non-PO Payment Request located on the Accounts Payable Website - https://sites.rowan.edu/accountspayable/forms/index.html
Why are we making these changes?

- To improve the process by having defined categories, definitions, samples and tips of when a purchase order is not required.

- Monitor and track specific categories that impact the University.

- Remain in compliance with IRS reporting.

- Improve visibility of business expenses at the department level.

- Better ability to enforce University policies by having one central location manage the process.

- Increase employee satisfaction by reducing administrator’s time for processing requisitions and completing receiving on a purchase order.
Some Non-PO Categories:

- Awards/Prizes for non-employees – Cash awards for achievement, performance or competition.
- Grant Participants – Participation in a workshop.
- Memberships/Subscriptions – Dues or subscription to join an organization that is consistent with the mission of the University.
Some Non-PO Categories:

- **Staff Training/Professional Development** – Webinars, online sessions, etc., involved with staff training.

- **Standardized/Simulated Patients** – Participant in clinical trial.

See full list of Non-PO Categories on the Accounts Payable Website.
Where can I find the Non-PO Category List?

- Non-PO Payment Request
  - Non-PO Category List
  - Non-PO Payment Request - Bursar
  - Non-PO Payment Request - Foundation
  - Non-PO Payment Request - General
  - Non-PO Payment Request - SGA
  - Non-PO Payment Request - SJ Tech Park
  - Non-PO Payment Request - Tuition Reimbursement

- Travel Forms - 2018
  - Attendance Form
  - Clary Act Student Trip Form
What is the criteria for determining an allowable Expense?

An allowable business expense must be:

• **Necessary** to perform a valid business purpose fulfilling the mission of the University.

• **Reasonable** in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense.

• **Appropriate** in that the expense is suitable and fitting in the context of the valid business purpose.

• **Allowable** according to the terms of any State and Federal regulation or University policy.

*********************************************************************************

***All reimbursements must be submitted within **45 days** after the expense occurred.***

However, the University prefers that business expenses are paid directly by using other appropriate University buying and paying methods of Procurement.
Example of Allowable Expense:

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIESEL CA #14</td>
<td>14.325G</td>
<td>45.83</td>
</tr>
<tr>
<td>FULL @ 3.189/ G</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: 45.83
Tax: 0.00

TOTAL: 45.83

SALE Receipt
AMERICAN EXPRESS: US$45.83
Accnt/Card #: **********2902
Entry Method: Chip Read
Auth #: 8800495
Receipt Code: 003
Store: 07912383952
Invoice #: 123456
Shift #: 1
Store #: **********
Site #: 27603
TERMINAL ID: 003

MODE: Issuer
AID: 0000000000000001
TVR: 0000000000
JAD: 0648010060200X2
TSI: F660
ARC: C0
CUSTOMER COPY

STN AB/23 TILL XXXX DRT 1 TRN# 1012318
CASH: 1 07/31/18 10:23:56
Example of Awards/Prizes for Non-Employees:

ATTENTION, CREATIVE WRITERS OF ROWAN UNIVERSITY:
Submissions now are being accepted for the 2018 Denise Gess Literary Awards!
All Undergraduate and Graduate Students are welcome to submit to each of the three genres:
- Poetry
- Short Fiction
- Creative Nonfiction
Each genre category has a CASH PRIZE!
- 1st - $200
- 2nd - $100
- 3rd - $50

Submission Deadline:
Friday, March 9th, 2018 @ 4 P.M.

Celebrate the late Dr. Gess' creativity and love of writing and teaching by entering this literary awards contest today!
Example of Grant Participant:

Cooper Medical School of Rowan University

Invoice: 417
TO: [Redacted]
FROM: [Redacted]
DATE: 6/14/2018
SUBJECT: Post-Baccalaureate Program for Pre-Medical Studies — HCOP Eligible Students
WHO: [Redacted]
PO Number: P1821992
Requisition Number: R1832615
Y Number: Y1833553

WHAT: Students who qualify as financially and educationally disadvantaged receive a stipend for participating in CMSRU’s post-baccalaureate program, which prepares them for a health care professional career.

TOTAL: $2,700

WHERE: Cooper Medical School of Rowan University (hybrid program) in Camden, NJ. Please mail check to Student at Address Above.

WHEN: This is a 15-month program and runs from May through August. This check request is for the summer semester, which began in June 2018. The total allowable amount per grant guidelines is $2,700. Imtiaz Imran’s total stipend payment, based on participation/attendance is $2,700.

WHY: CMSRU has received grant funding through the Health Resources and Services Administration (HRSA), which is intended to provide individuals from disadvantaged backgrounds an opportunity to develop the skills needed to successfully compete for, enter, and graduate from health or allied health professions schools. CMSRU is paying these students a stipend to complete a post-baccalaureate program to strengthen their portfolio as they pursue a health profession.
Example of Membership/Subscriptions:

![Membership Renewal Invoice]

Rowan University
Example of Staff Training/Professional Development:
Examples of Standardized/Simulated Patient:
Where can I find a Non-PO Payment Request form?

<table>
<thead>
<tr>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: These forms are subject to change at any time and without prior notice.</td>
</tr>
<tr>
<td>• Entertainment Reception Request</td>
</tr>
<tr>
<td>• Independent Contractor Request for Payment Form</td>
</tr>
<tr>
<td>• Tax Exempt Forms</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>• Vendor Payment Authorization Agreement (ACH/Direct Deposit Form)</td>
</tr>
<tr>
<td>• Void Check Request</td>
</tr>
<tr>
<td>• W-9 IRS Request for Taxpayer Identification Number and Certification</td>
</tr>
<tr>
<td>• W-9 Rowan University</td>
</tr>
<tr>
<td>• Wire Transfer Request</td>
</tr>
<tr>
<td>• Non-PO Payment Request</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>• Travel Forms - 2018</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
This is what the new & improved Non-PO Payment Request form looks like.

Changes:
- Section 4
- Section 5
Does this purchase have to do with food?

Did you know there is a Reception & Entertainment Policy?

Changes to the Reception & Entertainment Policy:
• Updated August 7, 2018
• Dept. Chair or Head may sign

Read all about it at:
https://confluence.rowan.edu/display/POLICY/Receptions+and+Entertainment
Non Itemized Receipt
Vs
Itemized Receipt
How to complete and submit a Non-PO Payment Request Form.

- Who are we paying?
- Do they already have a Banner number?
- Is there something that should be sent with the check?

<table>
<thead>
<tr>
<th>Section 1 - Make Check Payable To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Secretary:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Banner ID:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Zip code:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Phone #:</td>
</tr>
<tr>
<td>New Vendor (Include W-9)</td>
</tr>
<tr>
<td>Enclosure (Include Invoice with Check)</td>
</tr>
</tbody>
</table>
How to complete and submit a Non-PO Payment Request Form.

- Who is the payment for?
- What is the payment for?
- Where did the service take place?
- When did the service take place?
- Why did the service take place?

Section 2 - Purpose and Description of Service and/or Reimbursement

<table>
<thead>
<tr>
<th>Who:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>What:</td>
<td></td>
</tr>
<tr>
<td>Where:</td>
<td></td>
</tr>
<tr>
<td>When:</td>
<td></td>
</tr>
<tr>
<td>Why:</td>
<td></td>
</tr>
</tbody>
</table>
How to complete and submit a Non-PO Payment Request Form.

- What FOAPAL is being used?
- Is there enough money in the account being charged?

<table>
<thead>
<tr>
<th>INVOICE DESCRIPTION</th>
<th>INV DATE</th>
<th>DUE DATE</th>
<th>INDEX #</th>
<th>FUND #</th>
<th>ORG #</th>
<th>ACCT #</th>
<th>PROG #</th>
<th>ACTIVITY #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What is the Non-PO Payment Request form used for?

Section 4 - This form is used to:

1. Process payments and reimbursements for reasonable allowable expenses incurred for business purposes as described in the University policies. Examples: Memberships, Registrations, Subscriptions, Annual Fees and Medical / Professional License Renewals. For a listing of categories, see the Non-PO Category List.
How to complete and submit a Non-PO Payment Request Form.

Who needs to approve a Non-PO Payment Request?

---

**Section 5 - Signature and Consent for Reimbursements**

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Rowan University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required (original) itemized receipts have been attached to this request and I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed. Entertainment / Official Reception Request form must accompany all food / catering reimbursements and/or requests.
3. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying Rowan University in full for those expenses.

<table>
<thead>
<tr>
<th>Employee (Print Name)</th>
<th>Date</th>
<th>Employee (Signature)</th>
</tr>
</thead>
</table>

---

**Section 6 - Departmental Authorization**

I certify that I have reviewed the expenses included in this report, including required receipts. I have reviewed the allocation of expenses and confirm that they are compliant, appropriate, and allowable under University policy.

<table>
<thead>
<tr>
<th>Department Head (Print Name)</th>
<th>Date</th>
<th>Department Head (Signature)</th>
</tr>
</thead>
</table>

---

| Grant Approval (Signature) | Accounts Payable Approval (Signature) |
Reminders:

- Alcohol is not reimbursable.
- NJ & FL sales tax is not reimbursable.
- Non-PO Payment Request should be typewritten.
- Reimbursement- Original itemized receipts should always accompany the Non-PO Payment Request.
- Vendor Payment- Original invoice should be attached for payment.
- Entertainment Forms are needed for any purchase involving food.
- All reimbursements must be submitted within 45 days after the expense occurred.
Reminder:

When submitting the Non-PO Payment Request form. Original receipts must be taped to a 8 1/2 x 11 sheet of white paper.

Using paper clips or staples on receipts will delay the reimbursement.
Non-PO Payment Request Checklist
Out of Pocket Reimbursement

The Non-PO Payment Request must include the following information:

☑ Enter the name of who the check will be payable to:
  • Name of individual being reimbursed
  • Title
  • Banner ID#
  • Full address regardless if Direct Deposit

☑ Purpose & Description:
  • Who, What, Where
  • When & Why

☑ Invoice and Accounting Information
  • Invoice number
  • FOAPAL (Account being charged)
Non-PO Payment Request Checklist
Out of Pocket Reimbursement

The Non-PO Payment Request must include the following information:

✔️ Signature and Consent of individual being reimbursed:
  • Read and certify consent
  • Print, date and sign
  • Attach all original itemized receipts

✔️ Departmental Authorization:
  • Certify expenses are compliant, appropriate and allowable under University policy
  • Department Head print, date and sign
  • Forward to Grant department if appropriate
  • Grant department will forward to Accounts Payable
  • Approval by Accounts Payable Director

Reminder:
Non-PO Payment Request Checklist
Vendor Payments

The Non-PO Payment Request must include the following information:

- Enter the Vendor Name of who the check will be payable to:
  - Vendor being reimbursed
  - Vendor Banner ID#
  - Full remit to address regardless if Direct Deposit

- Purpose & Description:
  - Who, What, Where
  - When & Why

- Invoice and Accounting Information
  - Invoice number
  - FOAPAL (Account being charged)
Non-PO Payment Request Checklist

Vendor Payments

The Non-PO Payment Request must include the following:

☑️ Departmental Authorization:
  • Certify expenses are compliant, appropriate and allowable under University policy
  • Department Head print, sign and date
  • Forward to Grant department if appropriate
  • Grant department forward to Accounts Payable
  • Approval by Accounts Payable Director

Reminder:
Attachments needed for reimbursement and/or payment

✔ Original itemized receipt taped to blank sheet of paper - DO NOT STAPLE OR PAPERCLIP

✔ Itemized receipts for all food

✔ Entertainment form should be included for all food services (except student organizations)

✔ Entertainment forms must be signed by President, Provost, Sr. Vice Presidents, Vice Presidents, Deans, Dept. Chair or Head

✔ Copy of Credit Card used showing only the last 4 digits
If you have questions, please contact:

Jackie Salvatore
Rowan University
Accounts Payable
856-256-4117
salvatorej@rowan.edu