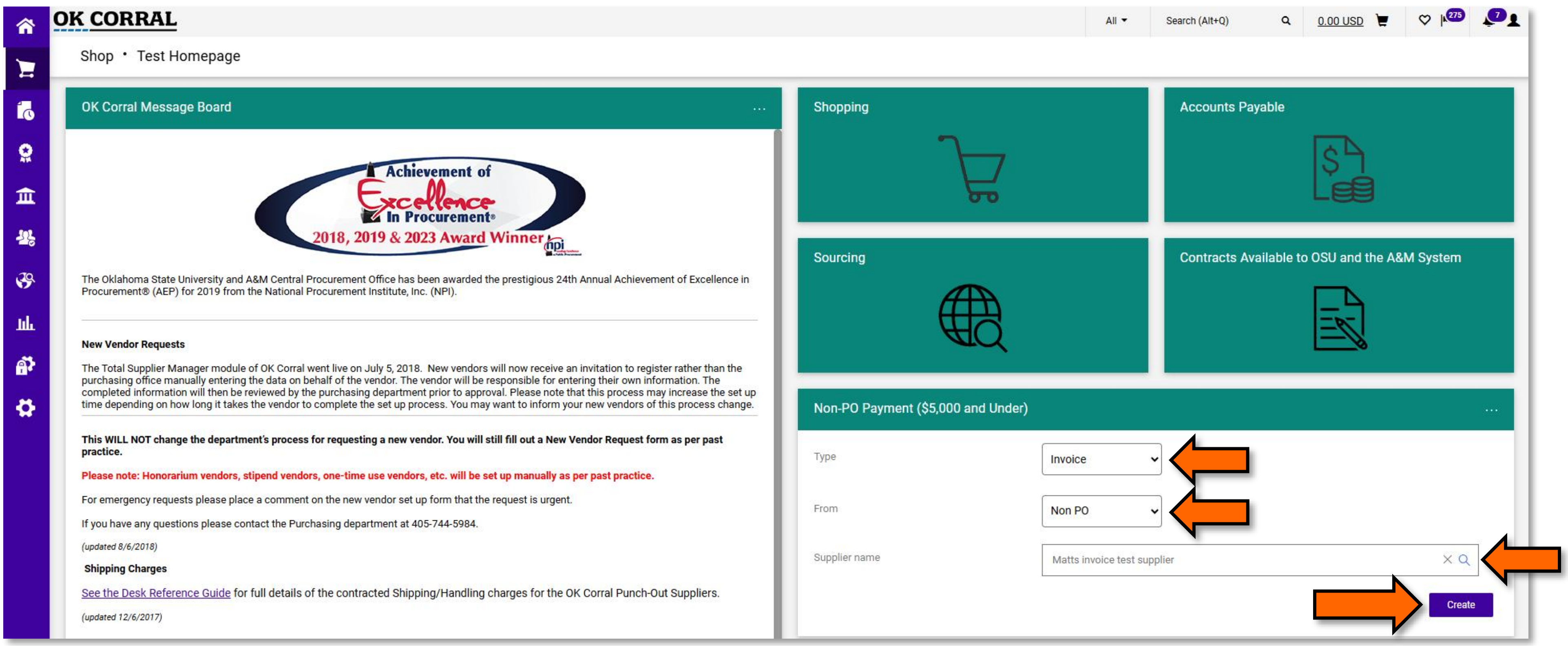
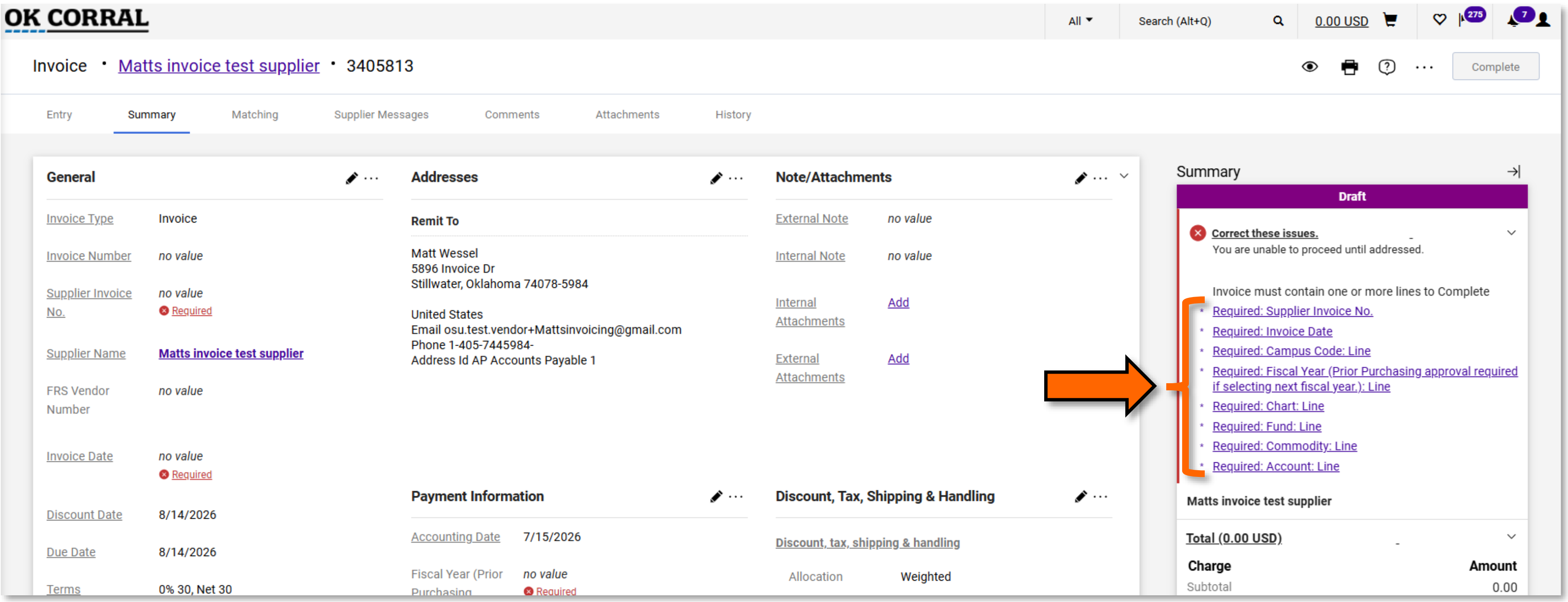
Creating a Non-PO Payment

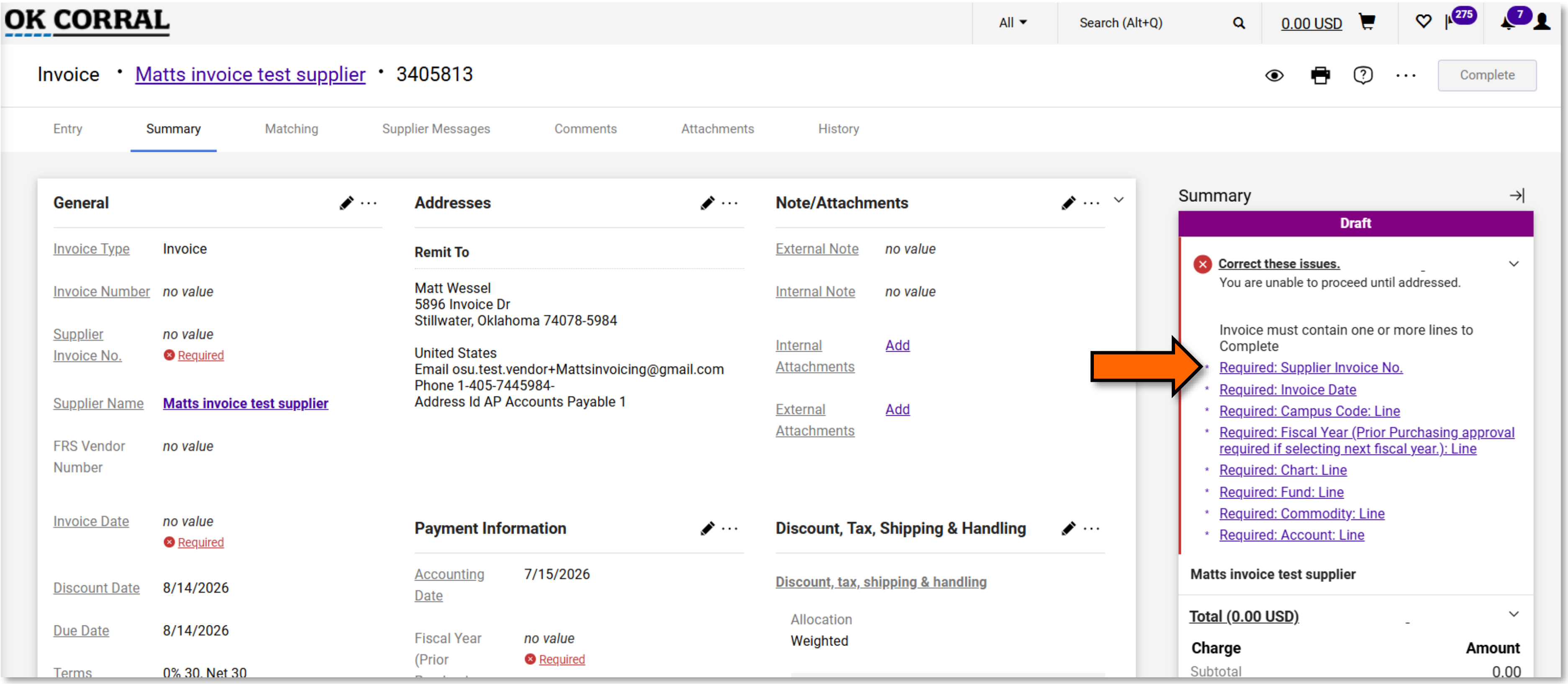
1. From the OK Corral homepage, in the "Non-PO Payment" section, select: Type: Invoice, From: Non-PO, enter your supplier, and click "Create".
   a. This process is NOT to be used in the following situations:
      i. Purchases requiring a signed contract or agreement. These must be submitted through an OK Corral requisition with the "contract for signature" box checked
      ii. Leases or payments subject to GASB 87 reporting requirements
      iii. Purchases that should be made through an existing system-wide contract or OK Corral punchout
      iv. Payments that exceed $5,000
      v. Any transaction that appears to be split to avoid procurement requirements
      vi. Purchases requiring competitive quotes or bidding
      vii. Purchases that are not allowed under university policy
      viii. Any purchase involving a conflict of interest, conflict-of-interest management plan, or related concern unless the conflict has been properly disclosed and approved before submission.



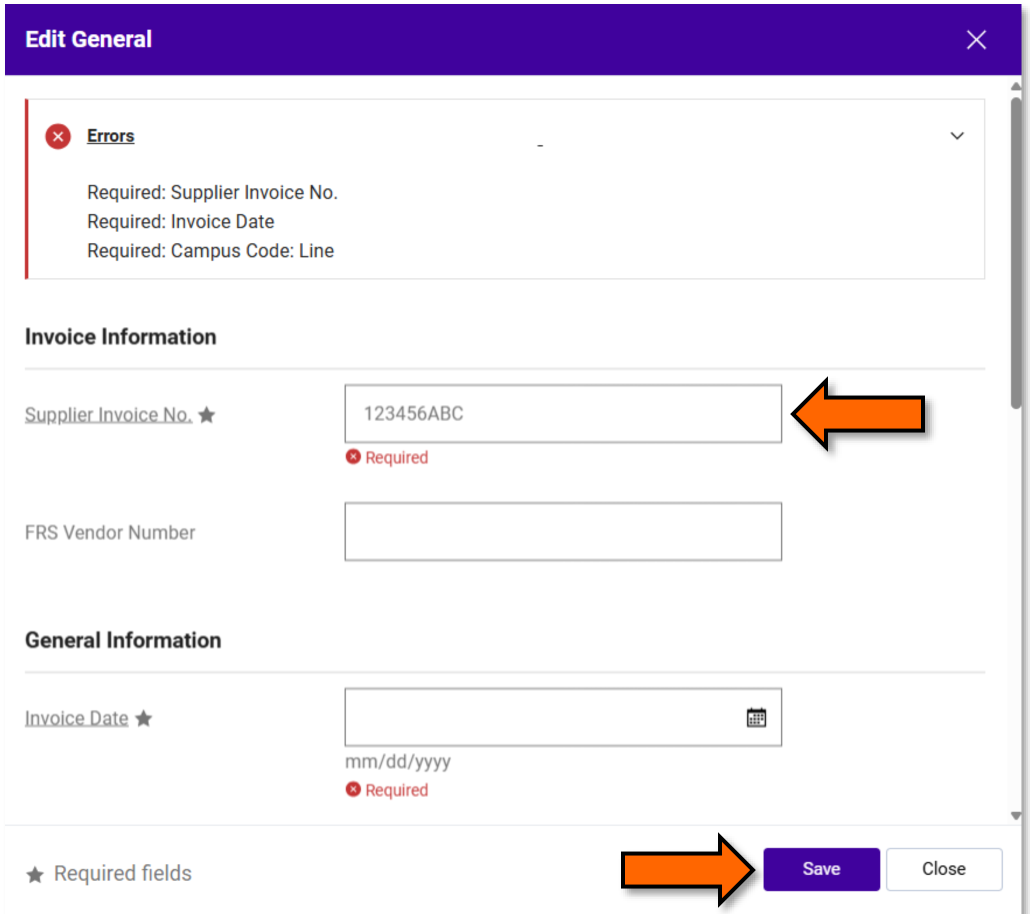
2. **While completing your non-PO payment, the “Correct These Issues” section will tell you which information is still needed before you can complete your payment.**



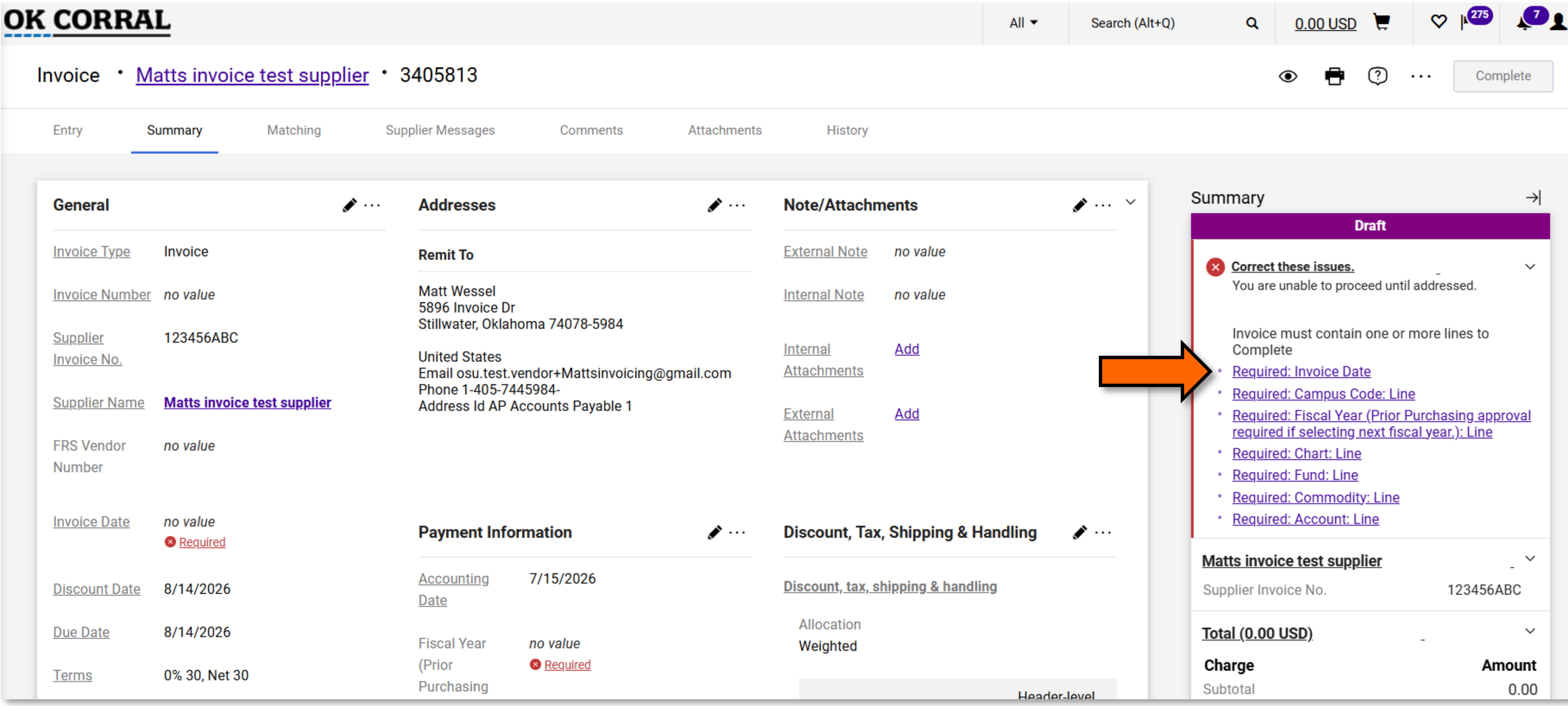
3. **From the "Correct These Issues" list, click "Required: Supplier Invoice No.".**



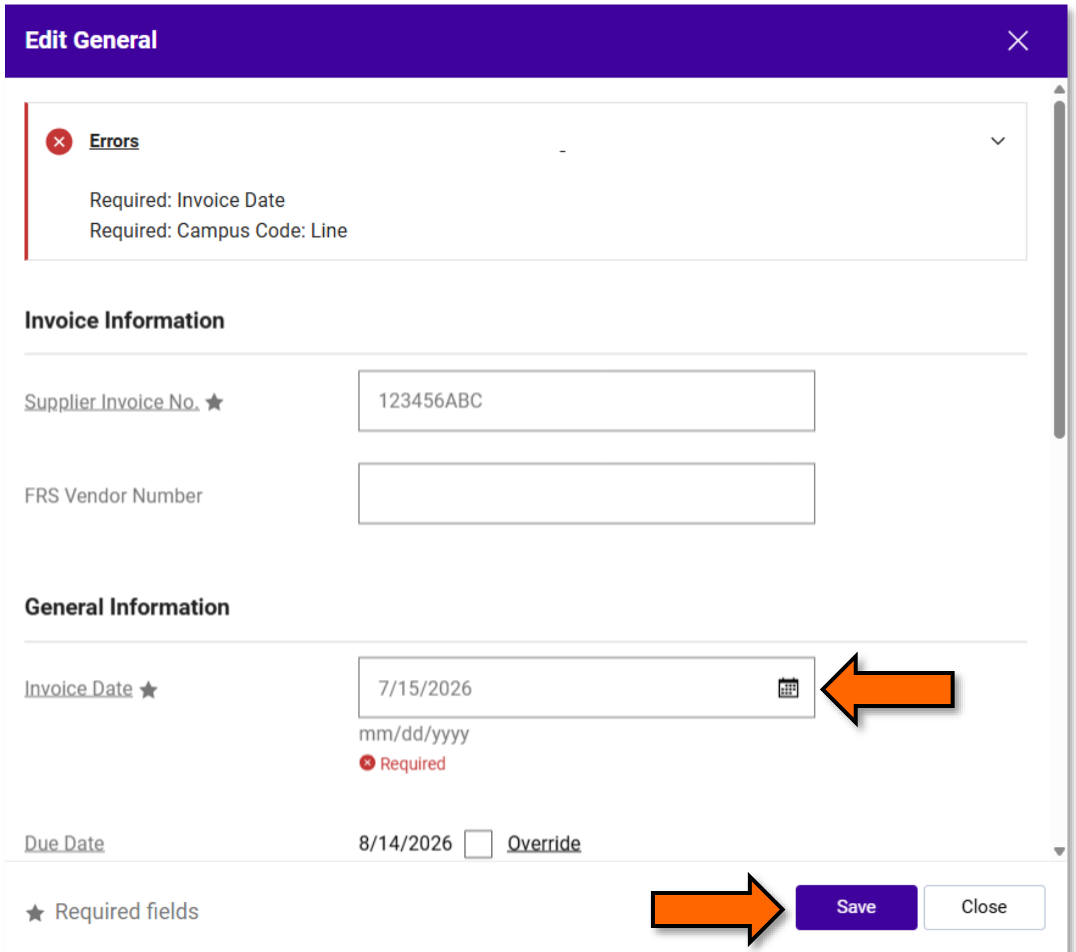
a. **Enter the invoice number, receipt number or other identifying reference, from your supporting documentation, in the “Supplier Invoice No.” field and click “Save”.**



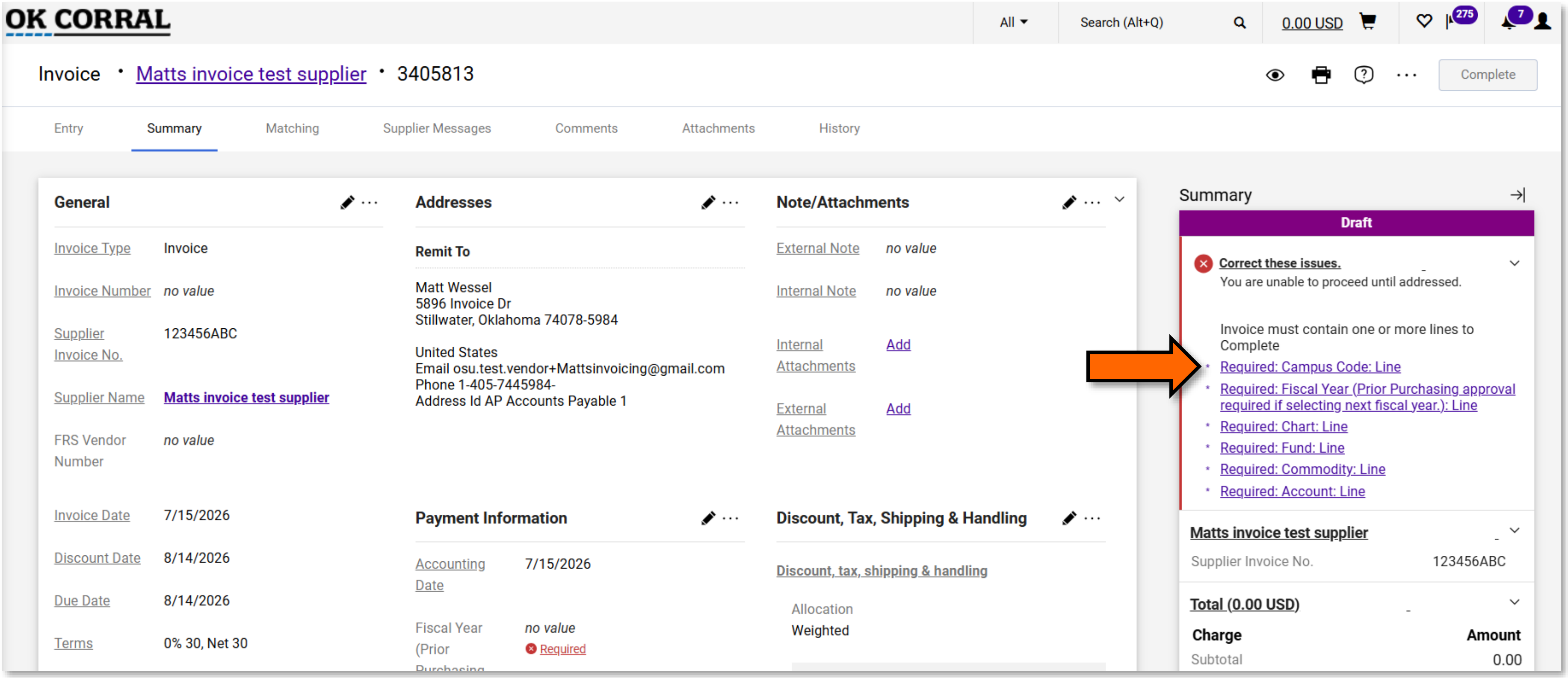
4. **From the “Correct These Issues” list, click “Required: Invoice Date”.**



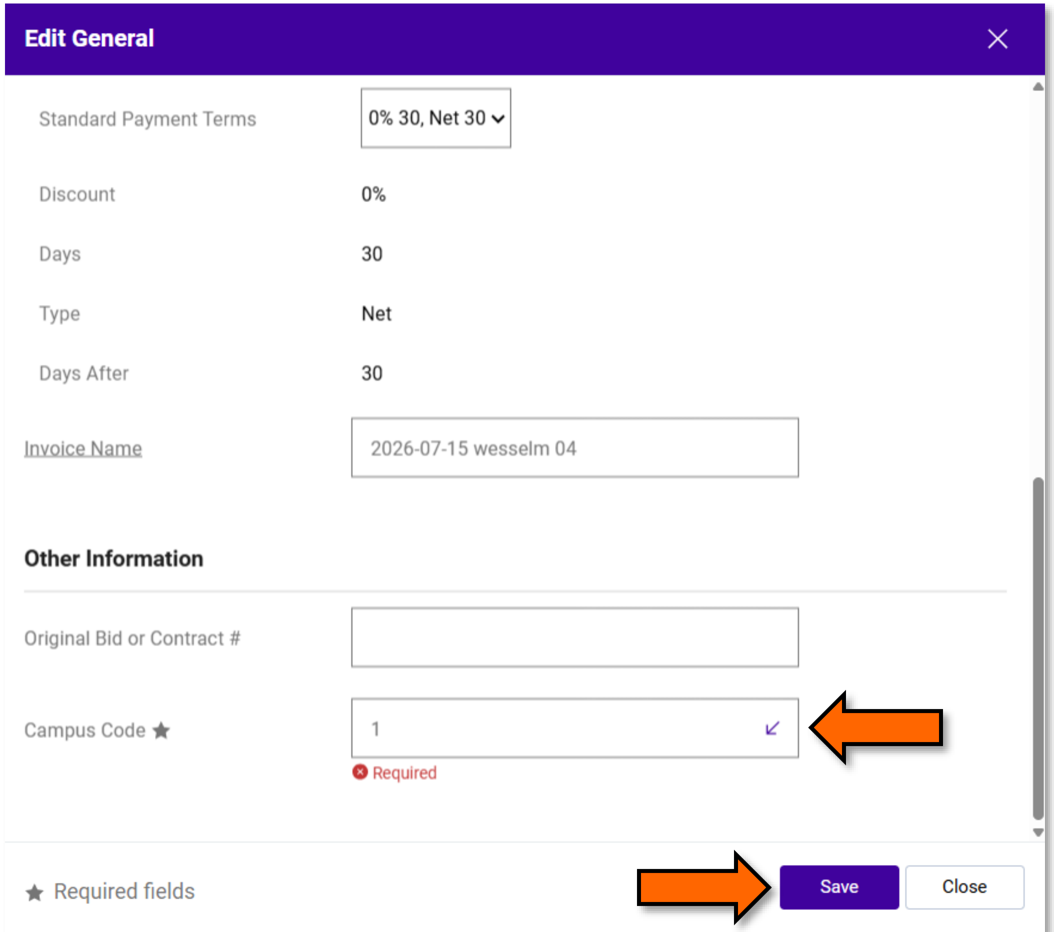
a. **Enter the date (invoice date or transaction date), on your supporting documentation, in the “Invoice Date” field and click “Save”.**



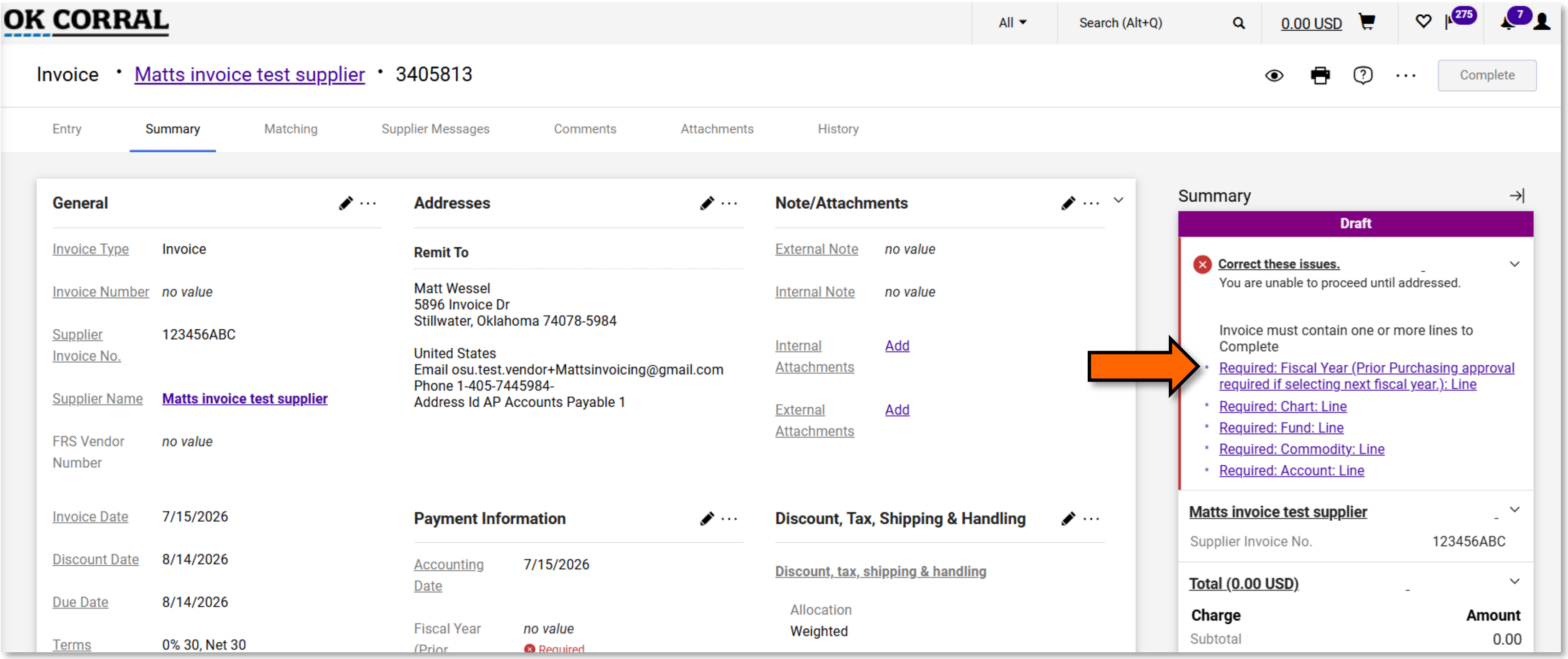
5. **From the "Correct These Issues" list, click "Required: Campus Code".**



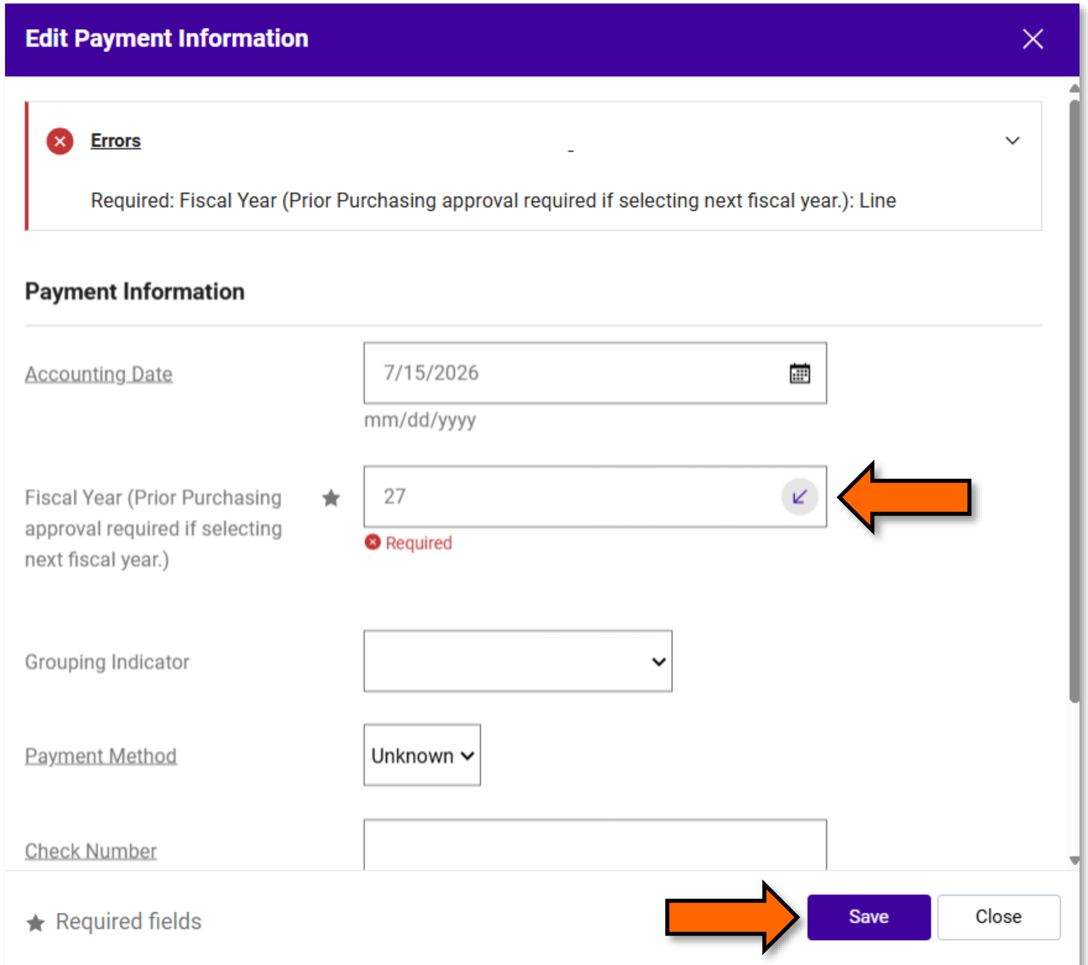
a. **Select your campus code from the drop down in the “Campus Code” field and click “Save”.**



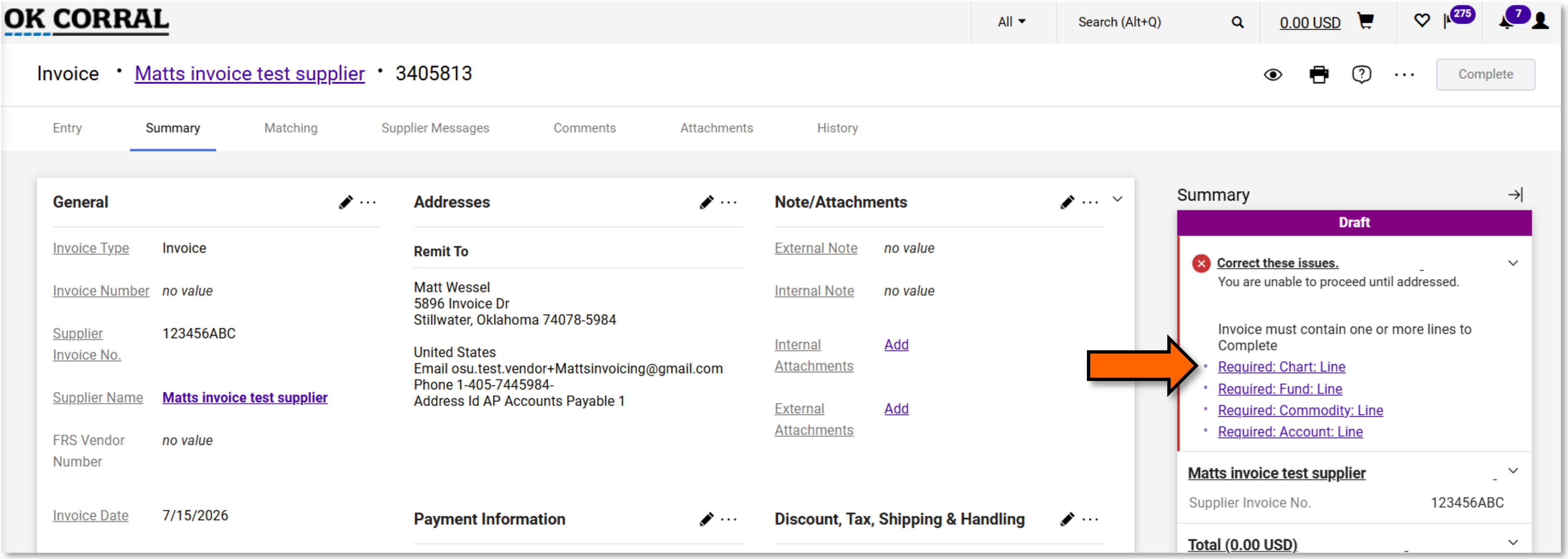
6. **From the "Correct These Issues" list, click "Required: Fiscal Year".**



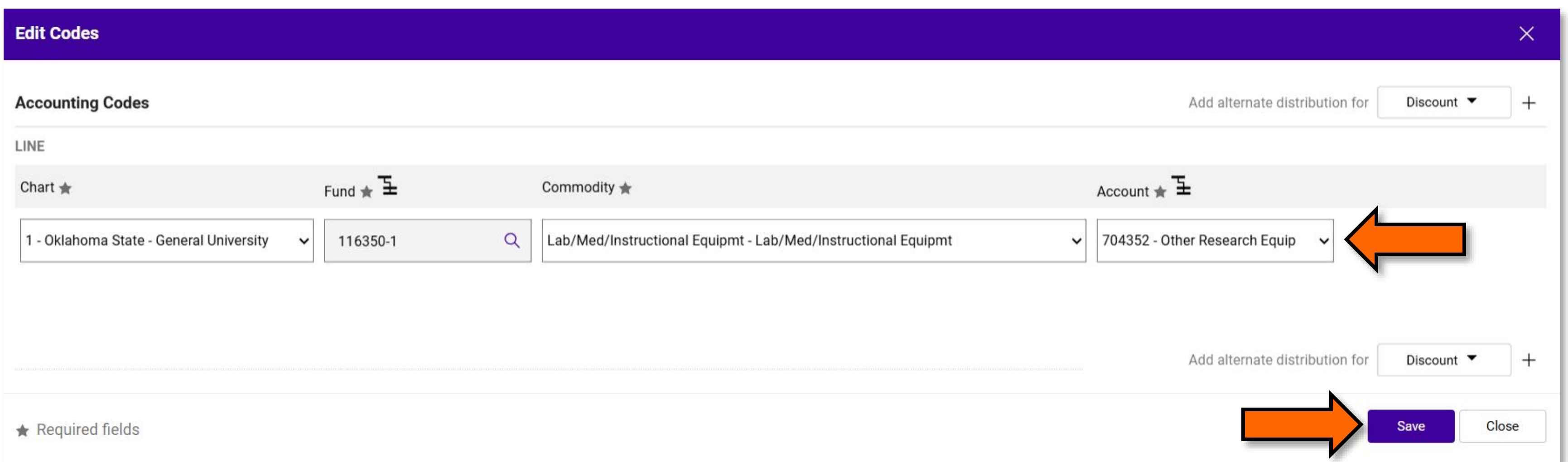
a. **Select your fiscal year from the drop down in the "Fiscal Year" field and click "Save".**



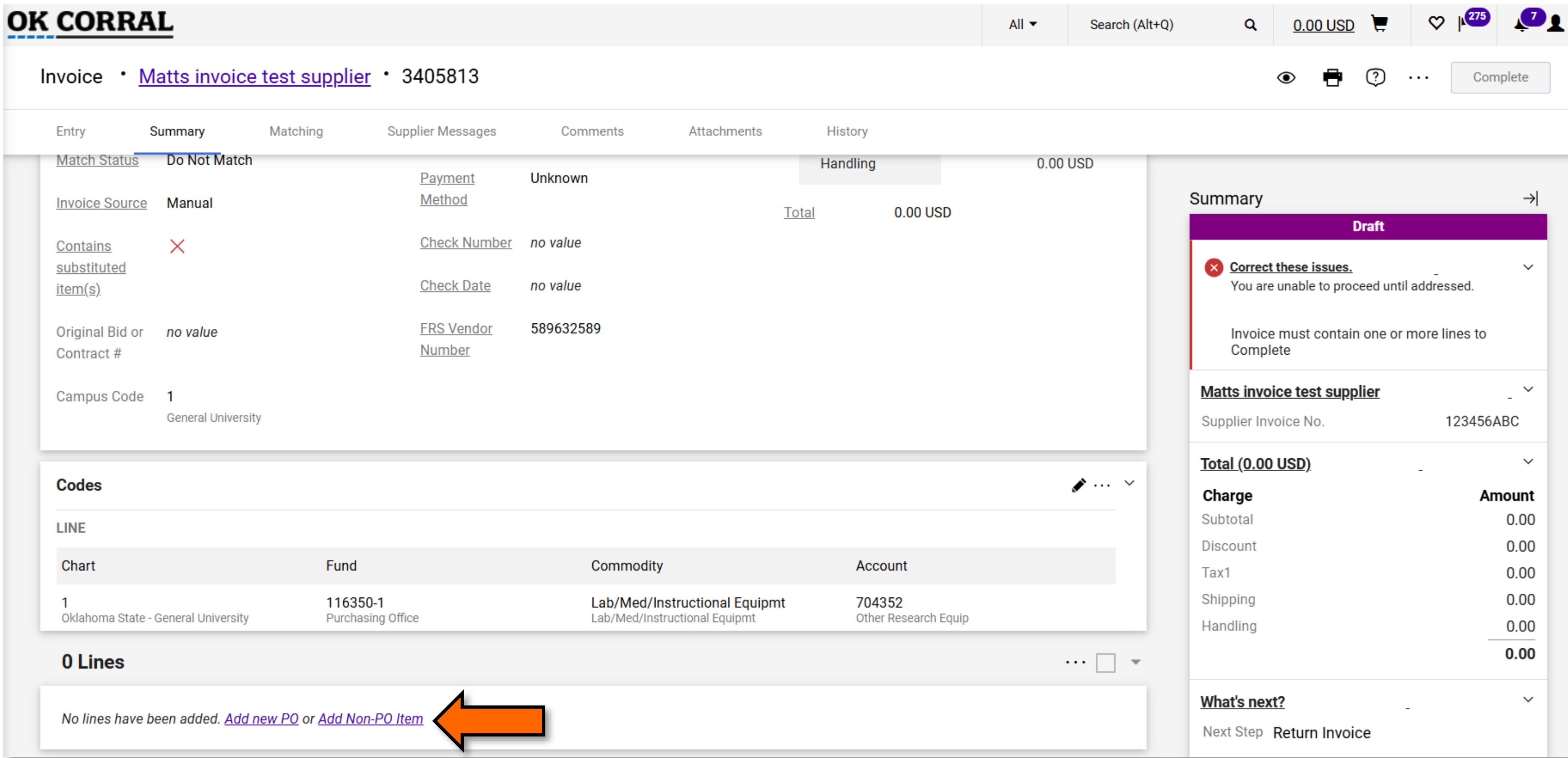
7. **From the "Correct These Issues" list, click "Required: Chart: Line".**



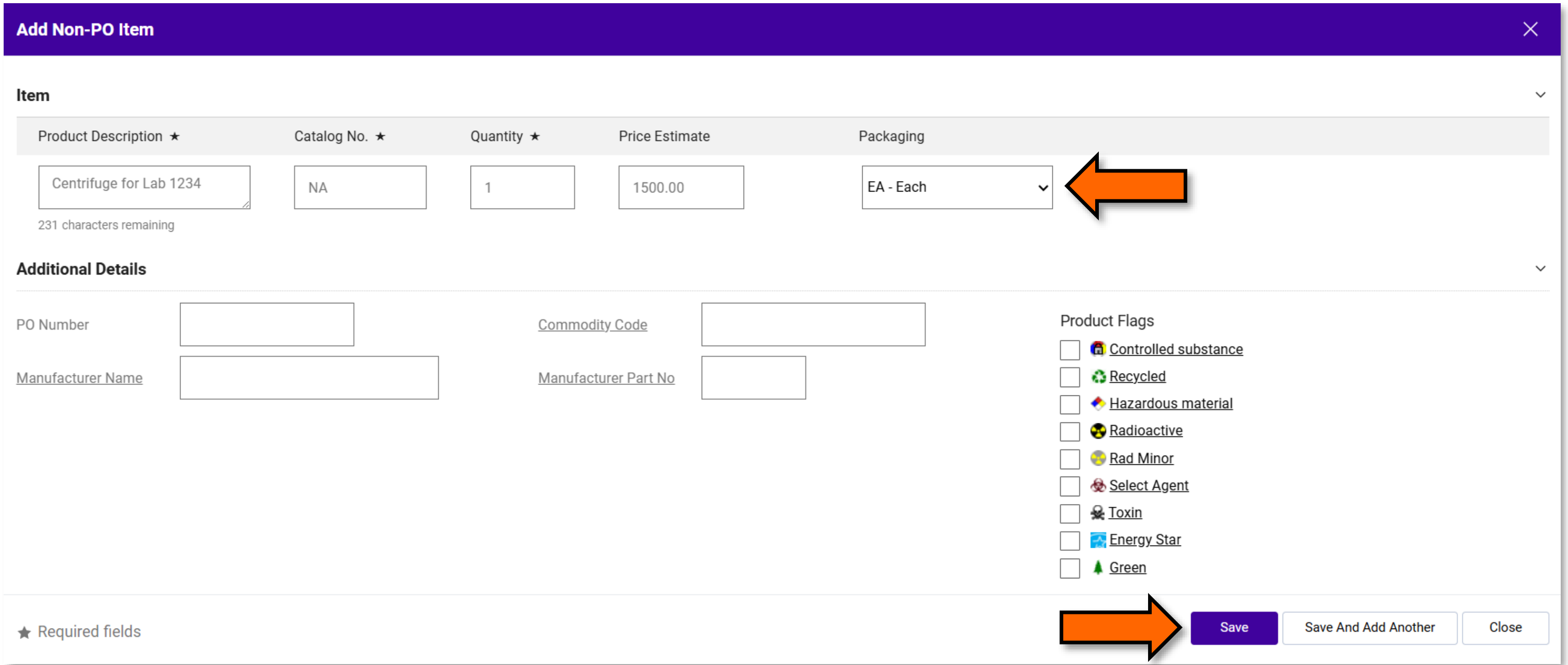
a. **Enter your accounting information in the appropriate fields and click "Save".**



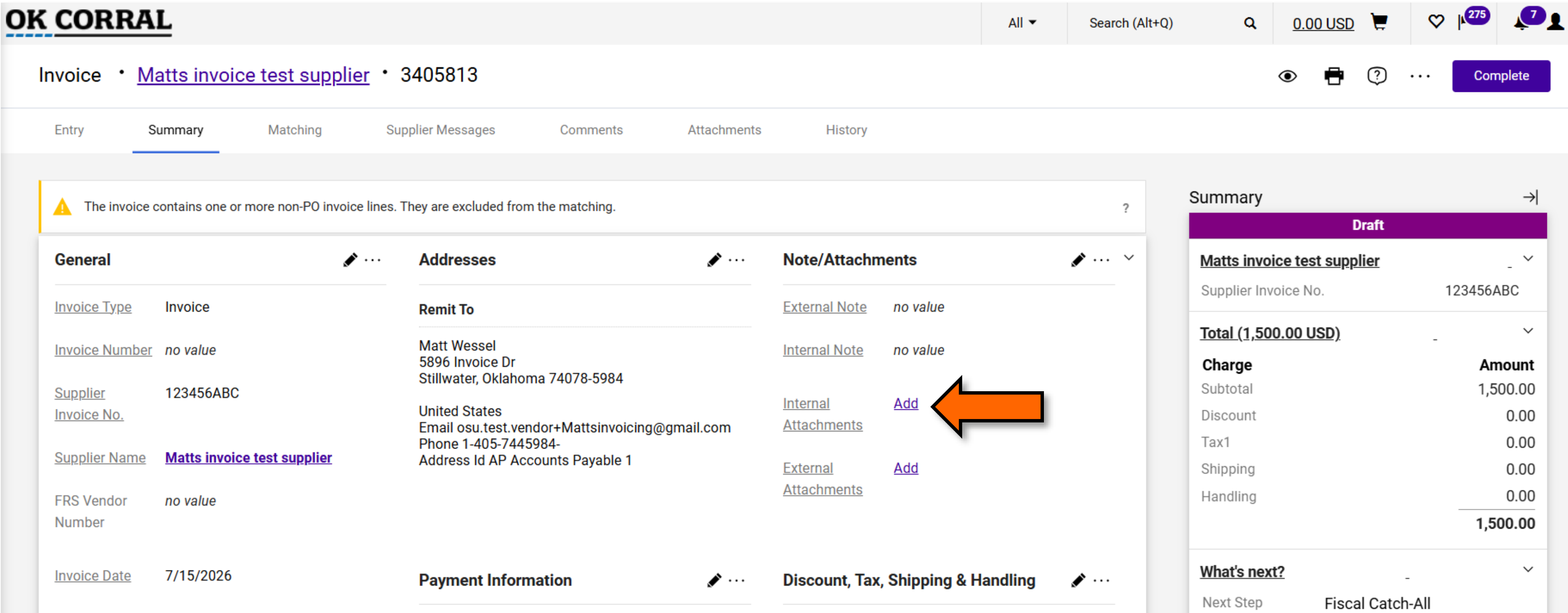
8. **To add your item(s), click on "Add Non-PO Item" at the bottom of the page.**



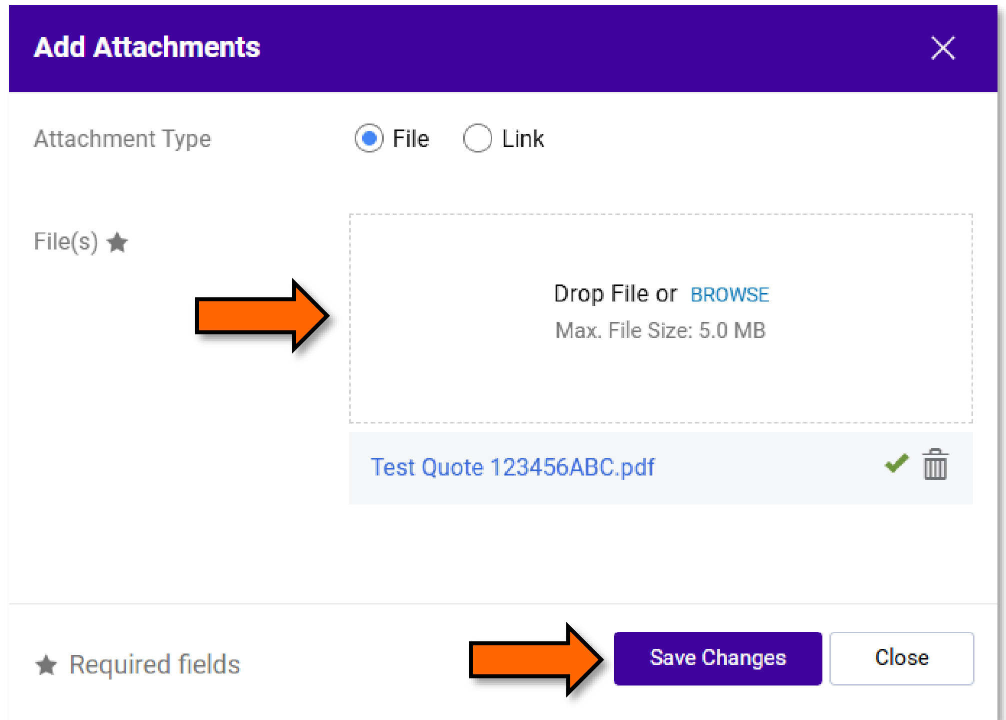
a. **Fill out the appropriate fields with your item information and click "Save".**



9. To attach your supporting documentation, click "Add" next to "Internal Attachments" in the "Notes/Attachments" section.

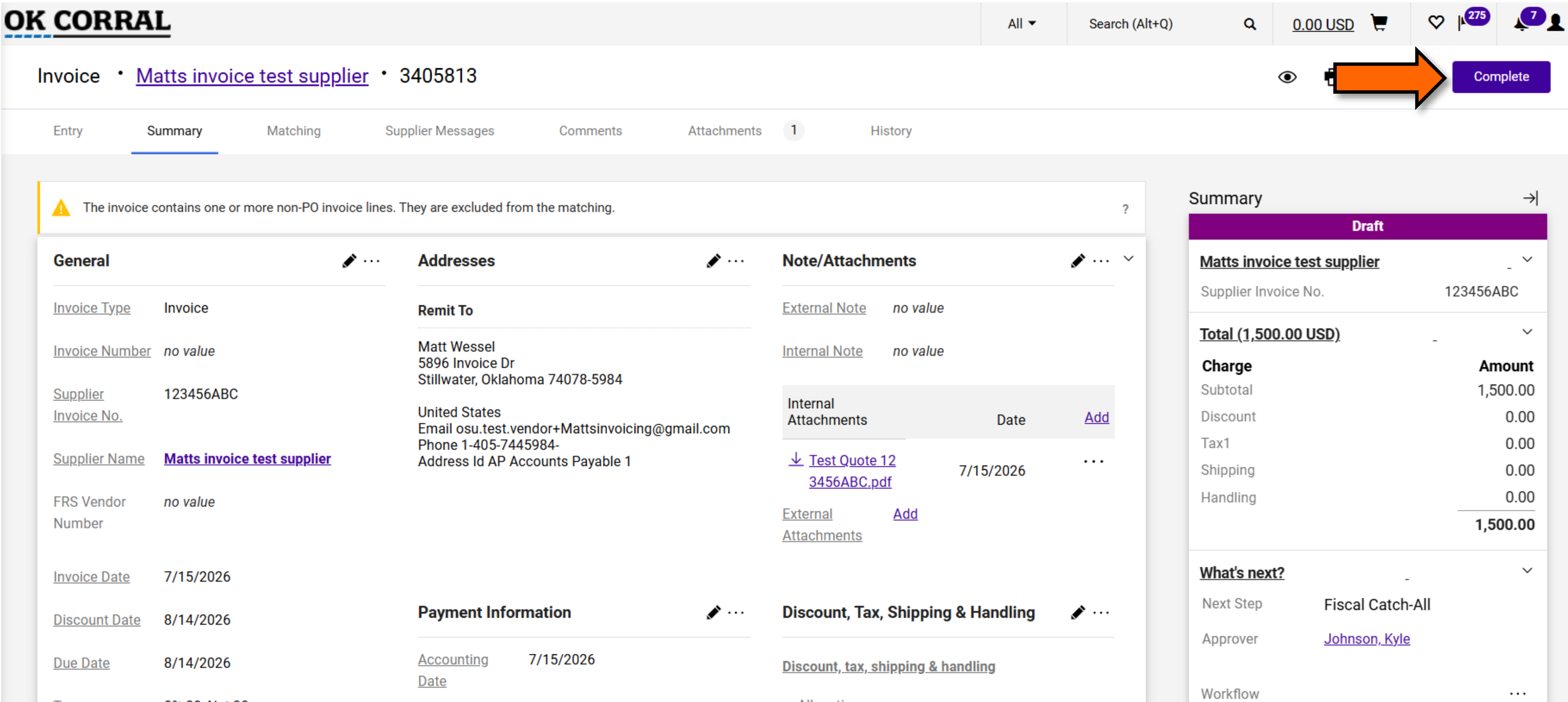


a. Drag and drop your supporting documentation file(s) in the box (or click “BROWSE” to select your file) and click “Save Changes”.



b. Supporting documentation must show:
   i. What was purchased or paid for?
   ii. The business purpose of the purchase or payment
   iii. The supplier or payee name and remittance address
   iv. The invoice date or transaction date
   v. The invoice number, receipt number, or other identifying reference, if available
   vi. The itemized goods or services purchased
   vii. The total amount due, including shipping, handling, or other charges
   viii. That the goods or services were received, or that the payment is otherwise proper and allowable

10. Once you have completed all required fields in your Non-PO Payment, click “Complete”.



11. You have completed your Non-PO Payment.