**Quick Reference: How to decide what form to use…..From the Accounts Payable Perspective**

* **GrizMart non-Purchase Order (non-PO) Payment**: These are routine payments to vendors that are below $5,000, do not necessarily require a purchase order and do not take Procard as a form of payment. There are several categories that non-PO payments can include. If your category is not listed, the payment is not eligible for non-PO payment in GrizMart.
* **Contract Services**: When you complete a contract service form in GrizMart and attach the signed contract. DO NOT attach a billing invoice to the signed contract or PO. **You must send the original billing invoice to Accounts Payable with the purchase order number listed**. If the vendor will not be billing us you will need to go into GrizMart and enter a comment to one of the Accounts Payable staff that the service was performed and payment should be made. Accounts Payable has no way to know that you have attached an invoice to an open PO in GrizMart unless you trigger us (Accounts Payable) to look at that purchase order number by sending the original invoice or commenting to us that the work has been performed.
* **As always the preferred payment for purchases under $5,000 is by the university Procard.**
* Here are some instances where you would not go thru GrizMart but submit forms directly to accounts payable for payment:



If you have additional questions please do not hesitate to contact one of our Procure2Pay staff members found on the business services website.