What determines the invoice processing method?

Tell Me

Invoices may be processed using a Direct Pay Request (“DPR”) Form or through 49er Mart using either the After-the-Fact (“ATF”) Purchase form or the Non-Compliant Form for various types of transactions.

1. **Use a DPR Form:**
   1. For transactions handled through Travel and Complex Payments (e.g., honoraria) or Accounts Payable (e.g., utility payments).
   2. To reimburse an employee or student for incidental out-of-pocket purchases made.
   3. When a vendor does not take a purchase order (and is therefore not activated as a vendor in 49er Mart) and the University needs to issue payment to a company before the goods or services are provided.

   This information is also referenced in the Purchasing Policy.

2. **Use an ATF Form:**
   1. Per the ATF Form instructions, to facilitate payments of goods and services procured in accordance with University Purchasing policies, but under circumstances where it was not possible for a purchase order (PO) to be issued beforehand.

   **Examples**
   - For purchases of goods needed in a true emergency situation.
   - For a repair service where there was no way to know the final cost until it was completed.
     - The resulting PO will NOT be distributed to the supplier so there is no risk of order duplication.
     - The completed ATF form requisition will be routed to Materials Management for review and once approved, a PO will be generated in 49er Mart to pay the invoice.

   **Note**
   DPRs and ATFs may **not** be used:
   - To avoid adherence to the University’s procurement policies or other purchasing guidelines.
   - To order products or services that can otherwise be ordered through normal 49er Mart processing.
   - For payments that can otherwise be made with a P-card (e.g., registrations, subscriptions, advertisements and membership dues).

3. **Use a Non-Compliant Purchase Form:**

   This information is also located in the Non-Compliant Purchase Form instructions.

   1. To purchase goods or services where the end user (Originator) made a commitment prior to Materials Management issuing a purchase order.

   - These purchases are a violation of University policy and will be reported accordingly.
   - Non-Compliant purchases that are not approved by Materials Management must be paid for by the individual responsible for the purchase or the goods must be returned to the vendor.
   - Reimbursement to employees should not be made using this form.

**References**

Reference these “How To” Guides for additional information: How to Pay Individuals and How to Pay Students.

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**Related FAQs**
How do I submit a credit card payment deposit made from a University merchant account?

What approval is required to allow a department to accept credit cards?

How do I begin the process to start accepting credit cards?

Will moving expense reimbursements/allowances be taxable due to the tax reform bill?

How will I know if an employee is set up in Web Time Entry (WTE)?