

P to P

Prepare to Procure

July 13, 2015

RIT Procurement Services

475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

COMING SOON: Eliminating Receiving Function for Services

To improve process efficiency, controls and service, receipts will no longer be required for the purchase order line type “*services*”. Instead, the purchase order Requester will receive an email notification through the Oracle workflow that there’s a supplier invoice that requires approval in order for the payment to be processed.

What will change?

Requisition Preparers:

When preparing requisitions for services:

- If you are not personally responsible for receiving the services, change the name of the Requestor to the appropriate person (see P2p tip sheet: <http://www.rit.edu/fa/procurement/sites/rit.edu/fa.procurement/files/docs/RequestorF.pdf>)
- You no longer are required to provide verification to the Receiving Department that the services have been provided in order for the invoice to be paid
- Please let individuals identified as Requestors know about the new process since they will be receiving invoices that they will have to approve (see LINK below).

Requisition Approvers:

- No change. The Requestor is identified in your approval notification. This is the person that will receive and approve the supplier invoice for payment.

Instructions for Requestors:

- [PSO FAQ – How do I approve invoices for services?](#)

This new process will be implemented within the next few weeks; we will let you know the date.

If you have any questions or need assistance when entering a requisition, please contact Sherry Lupo at 475-2107 (salpur@rit.edu).

