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).