



## Prepare to Procure

September 30, 2015

RIT Procurement Services

475-2107

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

### **\*NEW\* Invoice Approval for Services begins Oct 1<sup>st</sup>**

The new process for procuring Services as described in our P2P dated July 13<sup>th</sup> will be in place beginning Thursday, October 1<sup>st</sup>. This process change will immediately affect all *new* purchase orders for services; however, receipts may still be required to release payments for services against purchase orders placed prior to October 1<sup>st</sup>. The PSO will modify existing purchase orders for services to the new line types during the month of October.

#### *Requisition Preparers:*

- The new line types are:
  - SERVICES – No Receipt (Use for payments that are non-recurring amounts)
  - SERVICES RECUR – No Rcpt (Use for payments that repeat weekly/monthly etc. at the same amount)

#### Helpful References:

- Instructions for Requestors:  
(<https://www.rit.edu/fa/procurement/procurement%20services/frequently-asked-questions.html#overlay-context=content/faqs>)
- P2P Tip Sheet Eliminating Receiving Function for Services  
(<https://www.rit.edu/fa/procurement/sites/rit.edu/fa.procurement/files/docs/P2P%20-%20Eliminating%20receiving%20for%20servcies.pdf>)

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

