

# Payment Request Workflow

Activities that do not require a Purchase Order are processed as a Payment Request. Each activity has different [documentation requirements](#) which must be attached to the Payment Request Form.

Shopper/Requester

**Step 1 - Shopper**

- Complete online Payment Request Form including the following:
  - Payee name
  - Activity type
  - Item detail
- Attach required supporting documentation to the Form
- Route Cart

**Optional -- Cart Authorizer**  
Determined by department

**Step 2 - Requisition Creator**

- Complete required fields for the requisition, including Invoice number, Invoice date, Org Node and Chartstring
- Ensure required documentation is attached
- Submit the Requisition for approval

**Optional -- Additional Authorizers**  
Departments can assign up to four additional levels of authorization (by PI, chartfield 1 or 2, etc.)

Department Approver

*If the Requisition Approver denies a requisition, it is returned to the first person who clicked the "submit" button.*

- If a Shopper "submits" to a Req Creator, the requisition will go back to the Shopper.
- If a Shopper "assigns" the cart to an individual Req Creator, then the Req Creator would be the first to "submit", and the denied requisition will be returned to the Req Creator.

**Step 3 - Requisition Approver**  
(Org node approver)  
Review and approve requisition

Requisition correct?

No

Yes

BearBuy automatically generates voucher

System releases payment and posts expense to GL

**Step 7 - Voucher Approver**  
Review and approve voucher for payment

Central Disbursements

**Step 4 - AP Processor**

- Update voucher with invoice number and date
- Review backup documents for completeness
- Review withholding

Backup docs complete?

Yes

No

**Step 5 - AP Processor**

- Enter comment in BearBuy
- Email department requesting additional documentation
- Receive docs from dept and attach to voucher

**Step 6 - AP Processor**  
Select "Approve and Complete" to route voucher for payment approval