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.

**Step 1 - Shopper**

1. Complete online Payment Request Form including the following:
   - Payee name
   - Activity type
   - Item detail
2. Attach required supporting documentation to the Form
3. 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.)

**Step 3 - Requisition Approver**

(Org node approver)

Review and approve requisition

- Requisition correct?

  Yes

  BearBuy automatically generates voucher

  **Step 4 - AP Processor**

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

  Backup docs complete?

  Yes

  **Step 5 - AP Processor**

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

  No

  **Step 6 - AP Processor**

  Select "Approve and Complete" to route voucher for payment approval

  **Step 7 - Voucher Approver**

  Review and approve voucher for payment

  **Step 8 - AP Processor**

  System releases payment and posts expense to GL

  **Optional -- Additional Authorizers**

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

  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.