



SUPPLIER INVOICE REQUEST GUIDELINES

The use of the Supplier Invoice Request (SINVR) feature in Workday (previously referred to as Invoice Attached) is the exception, not the rule, and should be limited to only those transactions where there is no other means of purchasing available. Only in rare circumstances should a SINVR be submitted without a method of procurement. P-Cards are highly encouraged and preferred to avoid these types of situations.

Use this guide for appropriate usage of SINVR transactions and for streamlined review/approval by Procurement.

I. What:

- Only to be used in immediate need situations.
- Not to be used as a convenience or to circumvent processes.
- Never to be used for multiple purchases over time.
- Continued inappropriate purchases may be denied.
- Think it through - just because the system feature is available does not confirm compliance or best practice - there are implications on UA.

II. Why limitations:

- Compliance with State of Arkansas procurement/bidding laws and policy:
 - All types of purchases from University Company Cost Centers, regardless of source of funds, are subject to regulations and procedures as stipulated in Arkansas statutes. The Procurement Division is the sole purchasing authority for the University. Only purchases authorized by this authority are legal obligations of the University.
- Subjects the University to unnecessary liabilities and risks.
- Ensure non-fraudulent purchases.
- There are no University terms and conditions attached (no PO and no Contract).

III. Tips:

- Plan ahead.
- P-cards highly recommended.

IV. Not Acceptable:

- There should be no verbal ordering of items/services (refer to law/policy outlined above).
- Do not create SINVR if a Supplier Contract is already established. These requests will be rejected.
- If a Supplier Contract is already established, then use the option to pay direct from that Contract, not through SINVR.

V. Acceptable:

- Some circumstances are acceptable, such as payment to avoid interruption in service, pipe breaks due to weather conditions, last minute replacements or cancellations, or direct payments which do not require a purchase order (previously referred to as UPAY).
- Internal comment/justification MUST be included.