FROM: University Procurement Services
TO: RU Marketplace Users
SUBJECT: FY19 Year-end Non-purchase order Upload Guidance
DATE: May 8, 2019

Dear Colleagues:

As we near the end of the fiscal year, we would like to remind you of the non-purchase order (non-PO) submissions process.

Non-POs are used for:

- Human subject payments/direct disbursements to Principal Investigators
- Non-employee refunds
- Non-qualifying scholarships (formerly stipends)
- Patient refunds
- Petty cash
- Royalties
- Teaching Assistant/Graduate Assistant (TA/GA) award

Due to the high volume of requests at the end of the year, we are asking for non-qualifying scholarships of five (5) or greater to be submitted via the Non-PO Upload process rather than the check request process.

How It Works

1. Establish access to the SharePoint site, with the assistance of University Procurement Services.
2. Log on to RU Marketplace and complete a non-PO Upload Request Form using the Instructions for Non-PO Upload Requests.
3. Submit the form, along with the required documentation listed on the University Procurement Services website. Accounts Payable will update the requisition status as it moves through the process. The status of the requisition can be checked by looking up the requisition number in RU Marketplace. Status emails will also be received, if the RU Marketplace account is set to receive email.

If you have any questions, please contact procure@finance.rutgers.edu.

Thank you for your cooperation.

Nimish Patel
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