

PAYMENT REQUESTS (PREQS): A Payment Request is the document Accounts Payable uses to pay a purchase order (PO) or automatic purchase order (APO). Those invoices are sent to Accounts Payable by the vendor (sometimes by a department). Those invoices are opened centrally and distributed to each A/P tech according to the vendors they handle. The A/P techs process those invoices in the order they are received so please make sure any invoices received by the department are sent to A/P as soon as possible to avoid a delay in payment. Accounts Payable will create a PREQ once we have received an invoice that references a Purchase Order. Accounts Payable must receive invoices one of the following ways

1. Campus Mail
2. Faxed to 970-491-3815
3. Email to the appropriate A/P tech.

Accounts Payable has no way of knowing you have attached an invoice to a requisition or to a Purchase Order (PO). If you are attaching an invoice to a requisition and the invoice is less than \$5000.00 you should create a DV not a requisition. If you request cancel on a PREQ please Ad Hoc acknowledge the initiator so we will know the PREQ needs to be canceled.