**REQUEST FOR PAYMENT vs REQUISITION/PURCHASE ORDER**

Here are the lists of when to use a Request for Payment (RFP) to pay an invoice and when to create a Requisition for a purchase you want to make:

RFP:

Memberships

Subscriptions

Honorariums

Travel

Consulting

Conferences

Dues

Out of Pocket Expenses

Mileage

Entry Fees

Reimbursements

Referees

Officials Fees

Stipends

Requisitions/PO's:

Buses

Contracts

Equipment

Supplies & Products

Apparel

Licenses

Maintenance

Rentals

If you have questions about any other types of purchases, please contact Lynn Schave in Purchasing at ext. 6249.