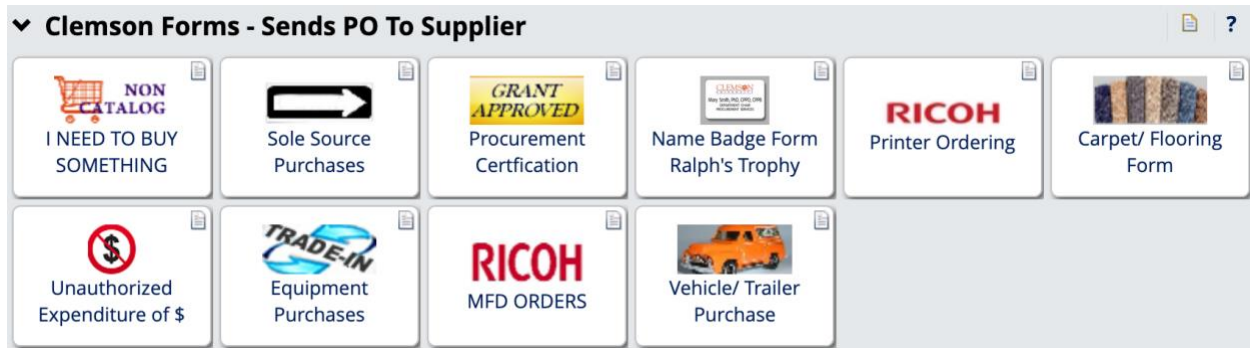




Forms in buyWays

Below are forms that are currently available in buyWays as of March 1, 2019.

Clemson Forms – Sends PO to Supplier



I need to buy something

This form should be used to purchase goods/services of any type and will send an official purchase order to the supplier. This form is also used for encumbering funds even if the Supplier does not need an official purchase order.

Sole Source Purchases

Use this form to request a sole source procurement. A sole source procurement is one where there is only one source (supplier) that could possibly supply the required product or service.

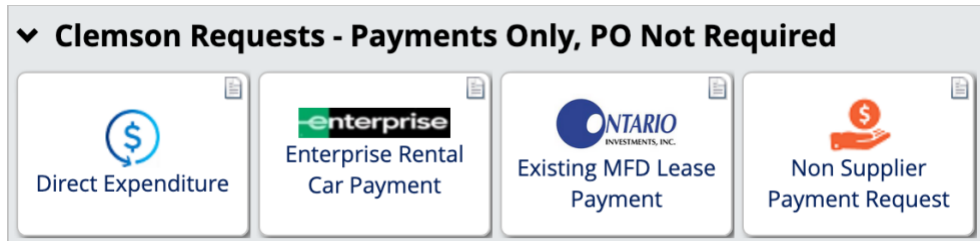
Procurement Certification

This form is used to place grant specified purchases.

Unauthorized Expenditure of \$ (NEW)

This form is used when goods/services were requested and received from a supplier without a purchase order being issued first. Before you will be able to process an invoice for these items, you will have to complete an Unauthorized Commitment of Funds form which will send a purchase order to the supplier with clear instructions not to duplicate order. Once the supplier receives this, they will then be able to resubmit invoices due with a valid purchase order number for processing.

Clemson Forms – Payments Only, PO Not Required



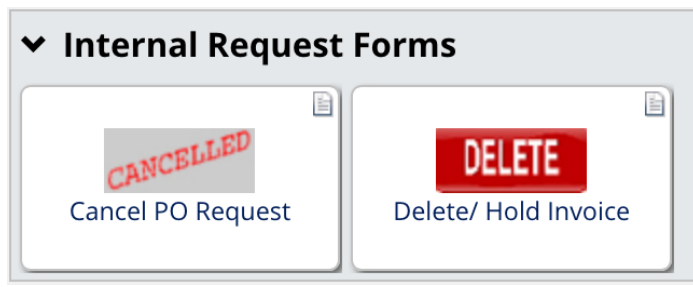
Direct Expenditure (NEW)

This form is used to process invoices for payments which meet the direct expenditure guidelines. These items do not require issuance of a purchase order. In accordance with the University’s “No PO, No Pay” policy, any invoices received from a supplier that do not clearly state a valid Purchase Order provided by the University will be rejected and returned to the supplier. The only exceptions to this relate to good and services listed on the Direct Expenditure [here](#).

Non-Supplier Payment Request

Use this form to process payments to suppliers who have been approved as a non-supplier.

Internal Request Forms



Cancel PO Request

This form should only be used to Cancel POs or cancel line items.

Delete/ Hold Invoice

This form is used to notify Procurement that an invoice needs to be cancelled or put on hold.