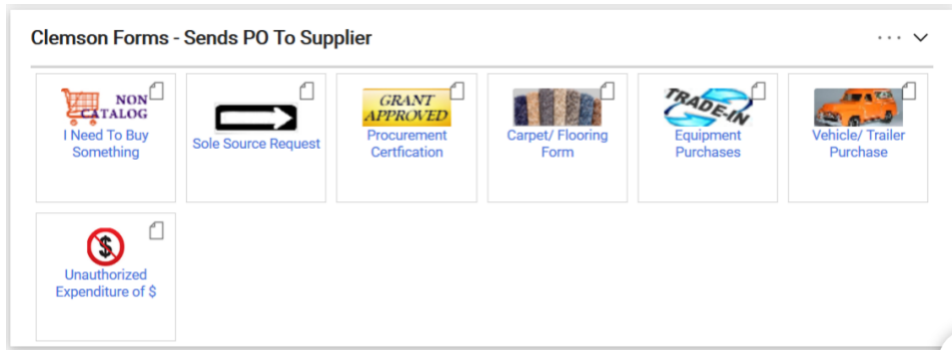# buyWays Forms and Payment Requests

Forms and Payment Requests allow end-users to place orders or make payments to suppliers that do not have a punch-out or a catalog in buyWays. Follow the instructions for each form or request to ensure that the information and documentation requirements are followed.

Clemson Forms – Sends PO to Supplier

I Need to Buy Something

This form should be used to purchase goods/services of **any type or dollar amount**. Once approved, the Clemson Purchase Order will be sent to the supplier. Other uses for this form are starting the bidding process, entering supplier quotes, and/or encumbering funds*.

Sole Source Request

Use this to submit a request for a sole source procurement. A sole source procurement is one where there is only one source (supplier) that can make, manufacture, or distribute the product/service.

Procurement Certification

This form is used to place grant specified purchases.

Unauthorized Procurement

Use this form for "after the fact" purchases. Clemson University's No PO, No Pay policy requires purchase orders to be placed prior to securing any goods or services. If goods or services have been delivered/provided without a PO, use this form to process the PO. The supplier will receive a confirming PO. The supplier should send in an invoice with the confirming PO # for payment.

Carpet, Vehicle, Trade-In

These forms are used to purchase these specific commodities. Review the detailed instructions on each form and complete all of the required documentation.

*All Purchase Orders greater than 2,500.00 will encumber.

RICOH – Printers and MFD Leasing
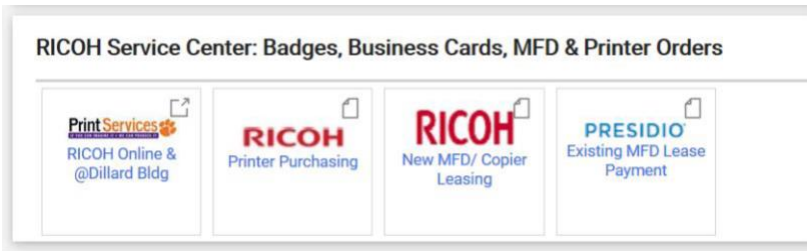
RICOH Printer Purchasing
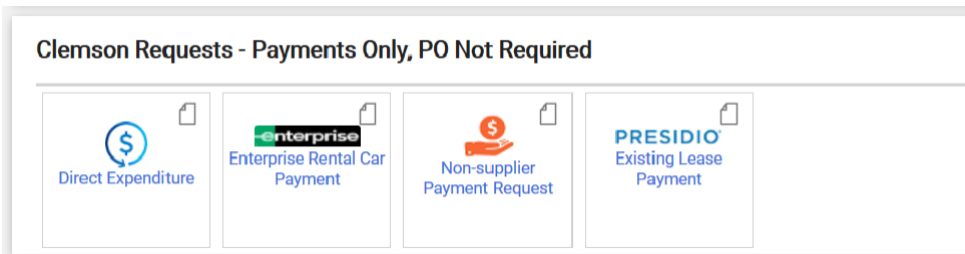
Use this form to place an order for a printing device.

New MFD/Copier Leasing

Use this form to place an order for a new multi-functional device.

Existing MFD Least Payment

Use this payment request to process a payment for an existing lease.

Payment Requests

Direct Expenditure

Use this request to initiate a payment for an allowable direct expense to a supplier. These payments are exceptions to the No PO/No Pay policy. Review the policy for allowable expenditures.

Enterprise Rental Car Payment

Use this request to initiate a payment for an Enterprise Rental Car invoice.
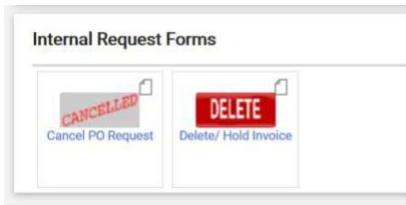
Non-Supplier Payment Request

Use this form to request a refund for the following specific non-suppliers:

- Refunds ONLY to businesses
- Candidate travel reimbursement
- Non-employee Visitor/Guest Travel

Existing MFD Lease Payment

Use this payment request to process a payment for an existing lease.

Internal Request Forms

Cancel PO Request

Use this form to cancel or close a purchase order.

Delete/Hold Invoice

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