Forms in buyWays

Below are forms that are currently used in buyWays and some new forms that we are introducing. The forms in red will be removed or updated on 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 – PO Not Sent to Supplier

Direct Purchase Request

Utilize this form for any recurring or ongoing payments in which a previous PO has not been completed. The amount of this PO WILL BE encumbered. This form will no longer be available as of March 1, 2019, the I need to buy something Form should be used going forward.

Payment Request

Utilize this form for any ONE-TIME payment in which a previous PO has not been completed. The amount of this PO WILL NOT be encumbered. A Purchase Order WILL NOT be sent to the supplier, but rather processed internally for record only. This form will no longer be available as of March 1, 2019, the Direct Expenditure Form should be used going forward.
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 is used to cancel a line or purchase order and update 1301/1350's. This form will no longer be available beginning March 1, 2019 to change account codes. This 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.