



University Shared Services

REQUEST FOR PAYABLES PROCESSING

Please fill out all information below and attach this cover sheet to applicable support documentation and email to: musharedservices@missouri.edu. For processing a payment request, requisition, etc.

Dept Contact:	<input type="text"/>	Date:	<input type="text"/>
Dept Name:	<input type="text"/>	Phone:	<input type="text"/>
Dept Address:	<input type="text"/>		Dept Ship to Code: <input type="text"/>
Supplier Name:	<input type="text"/>	Supplier Id:	<input type="text"/>
Supplier Address:	<input type="text"/>		<i>If unknown, please provide supplier's email:</i>
Amount:	<input type="text"/>	PS Account:	<input type="text"/>
MOCODE:	<input type="text"/>	<i>*If split funded put amounts and MOCODEs in request details</i>	

Does this purchase exceed \$10,000? If yes, you **MUST** have the following submitted with payment request:

- Sole source justification (SSJ) - Email MU Shared Services (musharedservices@missouri.edu) for form.
- Competitive bids or proposals are required unless items/services are already on contract with the University.

Does this purchase require [IT approval](#)?

- If yes, COLUM & UMSYS you MUST complete the [IT security & Requirements Questionnaire \(ITSRQ\)](#).
- If yes, for UMSL, you MUST complete the [Technology Purchase Request](#) (UM Policy 12004).

Request Details:

Request Purpose: Include the "why" for the purchase