

ShopUW+ Quick Reference Guide

1. Invoice received for a PO - no receiving required	Email invoice to Accounts Payable (accountspayable@uwgb.edu)
2. Invoice received for a PO - receiving required	Receive the item or dollar amount for the invoice and email invoice to Accounts Payable (accountspayable@uwgb.edu)
3. Invoice received, no PO	Create a requisition and attach the invoice to the requisition wizard (unless the invoice falls into a category that would be handled by #4)
4. Invoice received for: One-time service < \$500 (no contract) Athletic Officials Prizes/Awards Research Subject Test Proctors	Complete a Payment to Individual form and attach the backup support (agenda or agreement) to the form with the business purpose defined *PIRs cannot be used for services > \$500.00 or if there is a contract, use item #3
5. Refund of Receipts	Complete Refund of Receipts form for funds that need to be returned to the supplier (ex. canceled conference or event)
6. Food Caterings (ex. Chartwells)	Create a requisition when catering is scheduled with food approval, agenda, and list of attendees (if known at time requisition) attached *make sure requisition is set to "require receipt"
*If the supplier does not exist, intercampus mail the supplier's W-9 to Purchasing or email to Tory Ortscheid via Liquid Files (Tory Ortscheid Filedrop UW-Green Bay (uwgb.edu)) to have the supplier set up. Please include the supplier's email address to email the PO to and your contact information in case there are questions.	