



Pay an Invoice

Select this option if your club/organization obtained an invoice from a vendor.

Review the specific guidelines for purchasing apparel, food or gift cards, and requesting payment be sent to Aramark or a service provider on the Spending Guidelines webpage.

Process:

1. Obtain an invoice from a vendor
 - Must contain the vendor/business name, email address, phone number and mailing address
 - Must show information on how the vendor accepts payment
2. Create a purchase request in SunDevilSync (step-by-step instructions on the next page)
3. The USG Business Office will contact the vendor directly to process payment
 - This may take a while, so don't be alarmed if your purchase request stays 'Unapproved' for a few weeks
4. The USG Business Office will 'Approve' your purchase request

SunDevilSync

Create Purchase Request

Populate from Budget

This will be helpful when figuring out how much funds is left in each budget line.

Subject

Include your organization's campus location (TEMPE) and what is being purchased.

If purchase is from an Event Budget, include the event date.

- Example: TEMPE – Splash Bash Event 01/31/2020 – FLYERS

Description

Include a brief description of what your purchase request is for

Requested Amount

Invoiced amount, must be within your approved budget

Categories

Event Funding: if from your event funding budget

Club Operation Funding: if from your general funding budget

Account

Your club account should be selected

Payee Information

First Name will be the vendor name, Last Name can be blank

Include mailing address if available

Government

Select USG TEMPE

Requestor Information

This is the person who is submitting the purchase request

Must be a top three officer of your club shown on your SunDevilSync Profile

List of Items Purchased

Include a list of all items purchased

Public Purpose

View the 'How to Write a Public Purpose' Guide

This is very important. If not written well, we will ask you to rewrite it.

Request Type

Select PAY AN INVOICE

Reimbursee Type

Skip

Reimbursee Information

Skip

Upload Invoice

Upload Additional Documentation

Upload a Business Meals Form and Attendance List if requesting to purchase food

Submit Request

An automatic email might be sent by SunDevilSync to your adviser asking to review the request, they can review it but nothing needs to be done on their end

No need to change the stage, this request was sent directly to the USG Business Office