

## **Non-PO Invoice Guidelines**

Effective July 1, 2017

The non-PO Invoice process is not a substitute for the requisition process. Purchases that qualify for payment through this process are strictly limited to the items listed below. All other purchases must be processed through a requisition. Non-PO invoices are entered directly into the WyoCloud software, and are electronically routed for approvals.

- Registrations
- Subscriptions
- Memberships
- Utilities (including telephone and Internet connection charges)
- Postage and freight (outgoing freight must go through Shipping and Receiving)
- Refunds (Cheyenne/Casper medical facilities, Sponsored Programs Customers, key refunds from Cashiers, etc.)
- Financial Aid (with proper approval from Student Financial Aid Office)
- Permits and filing fees
- Inventory items for resale
- Non-employee travel reimbursement (If any goods or services are involved, those items must use the requisition process)