NON-PURCHASE ORDER (NON-PO)

AGENDA

* Purchases made with Non-Purchase Order Vouchers
* Payment Process
* Payment Turnaround

PURCHASES MADE WITH NON-PO VOUCHERS

* Official Functions/Events
* Invoice, not connected to a Purchase Order or Contract
* Contractor payments

PAYMENT PROCESS

* Email Psychiatry Procurement Team at [Ms.PsychiatryProcurement@uth.tmc.edu](mailto:Ms.PsychiatryProcurement@uth.tmc.edu) with the following details:
  + Invoice
  + CFS/Account number should be written in email and on Invoice

PAYMENT TURNAROUND

* 6-8 weeks after submission to Coupa
* This timeline is based upon a submission without delays or issues