NON-PO BASED INVOICE PAYMENT REQUIREMENTS

When a department has been instructed to pay a participant stipend via Accounts Payable, you must take the following steps.

1. Vendor setup for individual to receive stipend payment (If individual is already a vendor, go to Step 3.
   a. Visit https://fmo.tamu.edu/vendor-setup/index.html
   b. Complete Substitute W-9/Vendor Form *(To be completed by individual)*
   c. Option 1
      i. Vendor Information Sheet *(Email option vendorhelp@tamu.edu)*
   d. Option 2
      i. Vendor Setup Document Upload *(Electronically submit to TAMU)*
2. Submit all required documents to TAMU for vendor setup as instructed
3. Upon Vendor setup by TAMU
   a. Initiate payment to individual via Javelina Buy Non-PO Based Invoice Process
      i. https://aggiebuy.tamu.edu/_media/non-po-based-invoice.pdf
   b. Upload all supporting documentation listed below
      i. Reason payment is being requested
      ii. Flyer of Event
         1. Name of event
         2. Dates of event
         3. Award letter to individual
         4. Completed Accounts Payable Stipend Verification form

4. Upon completion of routing and approval, non-po based invoice will be processed via live check or direct deposit by Accounts Payable