Candex Request

Effective 8/4/25, the following payment types to individuals will be processed via the Candex punchout and will no longer be considered Non-PO transactions:

Honoraria

Non-employee Travel Reimbursements

Athletics – Game Day Services

Patient Actors

Net (Print) Royalties

Please select "Candex" as the purchasing type, then select your purchasing unit

- Enter Supplier's name and their email address
- Provide GL/Project String Information
- Enter the Business Purpose
- Enter the Amount
- Select Yes or No if you would like a copy of the PO
- Provide any additional details
- Upload attachments
- Submit

Purchase Type
Candex

Purchasing Unit
Unit 175 - Student Affairs

Requester NetID
AMA328

Supplier Name

Supplier Email Address

Requisition Information

GL String/Project Information

Business Purpose/Description

Amount
$ 0.00

Would you like a copy of the Purchase Order? ○ Yes ○ No

Requisition Notes / Details (optional)