Non PO Upload Request

A Non-PO transaction is defined as a transaction that is not for Goods or Services. This transaction process is used for paying individuals rather than businesses. Payment is in the form of a check.

The Non-PO Transaction Matrix confirms if the type of payment should be processed on a Check Request or Non-PO Upload. The matrix is available here: https://procurementservices.rutgers.edu/non-po-transactions

Please select "Non-PO Upload" as the purchasing type, then select your purchasing unit

- Enter Supplier's Name/ Stipend Name/Grant Name
- Provide GL/Project String Information that is listed on your signed p-card form
- Enter the Business Purpose
- Enter the Amount
- Enter any additional details
- Provide attachments (ZIP files are supported with these uploads) **Please try to submit all of your attachments via this request form by using ZIP files.**
- Submit

Purchase Type	Purchasing Unit	Requester NetID
Non-PO Upload	Unit 175 - Student Affairs	AMA328

Supplier Name

Requisition Information

GL String/Project Information

Business Purpose/Description

Amount

$ 0.00