

Invoice Payment Submittal (Non-PO)

Department

Department submits request with Shared Services via Smartsheet Intake Form.



Required information includes invoice, business purpose and funding string.



Shared Services

Shared Services reviews requests identifying the attached invoice, business purpose and the correct funding string.



Shared Services completes invoice payment submittal via Bronco Hub ensuring accuracy and timely completion. In certain occasions when permitted, Shared Services will utilize a P-Card payment.



Invoice goes through the appropriate workflow approvals.



Invoice pulls for payment: Tuesday (ACH), Thursday (ACH and check).



Invoice is in fully paid status.