



Supplier Invoice Request for Procurement of Goods or Services

The following SOP outlines appropriate use of the Supplier Invoice Request for procurement of goods or services. Most purchases should be procured by utilizing a requisition in Workday; however, there could be specific types of purchases where a purchase order cannot be utilized for payments. For these exceptions, use of the Supplier Invoice Request process. For guidance on the appropriate procurement method, please email vumcdisbursements@vumc.org for assistance. Payment Terms will default to pay Net 45 unless specified by terms on an invoice/documentation.

The following items can be acquired selecting the task Supplier Invoice Request:

- 3rd Party Clinical Services (Imaging, Testing, Dialysis)
- Advertising Costs (Non-Agency Contracts)
- Awards
- Consultants (Total Engagement Less Than \$5,000-External Consultant Form required)
- Employee Assistance/Patient Assistance/Hardship Fund Payments
- Florists\Gifts
- Insurance
- Insurance & Patient Refunds
- Musicians/Performers/Theatre Groups
- Non-employee Travel & Expense Reimbursement/Payments
- Organ Procurement
- Petty Cash
- Photographers (Major Events/Ongoing Engagements Require a Purchase Order)
- Postage
- Professional Licensure/Registry/Certification/Memberships/Training
- Registration Fees
- Risk Management
- Royalties
- Settlements/Attorneys/Legal Services
- Subscriptions/Books
- Taxes
- Workers Compensation

Payments specifically excluded from being acquired using a Supplier Invoice Request:

- Professional services that involve the delivery of intellectual property such as software programming or research.
- Leasing/rental arrangements/agreements of any type.
- Temporary labor/Staffing services, including direct engagement not through an agency.
- Payment for construction services.