

2315 PAYMENT OF NON-PURCHASE ORDER INVOICES & OTHER DISBURSEMENTS

Effective: Dec. 1986
Revised: May 2018
Last Reviewed: May 2018
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To establish payment policy for certain items that may be obtained without a purchase order and other valid University disbursements.

POLICY

1. The [Office of the Comptroller](#) is responsible for ensuring that disbursements of University funds for non-purchase order invoices and other disbursements (see [Commodity Matrix](#)) are properly authorized (Penn Marketplace approval hierarchies).
2. The Office of the Comptroller is responsible for maintaining an effective and efficient disbursement system which ensures the complete, accurate and timely payment of all valid University obligations.