PAYMENT ONLY PURCHASE ORDERS UNDER \$5K I have an invoice Can the that needs to be invoice be paid and no PO has paid with a been created yet. Pcard? Pay with your Pcard Questions? unless the invoice is Contact... for restricted items Is the invoice for or controlled assets. goods or services? See the PCARD Guide for -Yesadditional restrictions. procurement/p-card--Goods--Services-Is the type of Enter a non-catalog service listed in the requisition "Payment Request Info" box? Check the box for Enter a service "DO NOT Enter a payment request form **DISTRIBUTE PO"** request requisition Once you have a valid PO#, send Check "DO NOT your invoice to **DISTRIBUTE PO"** invoices@untsyste m.edu referencing the PO# Once you have a VALID PO# send your invoice to invoices@untsyste m.edu referencing the PO#