Xavier University requires expenditure of funds to be tracked through the XavierBuy System.

There may be situations where a commitment to spend University dollars must be made without the use of a XavierBuy Purchase Order.

For these situations, the Buyer must complete the *Invoice Payment Without Purchase Order* (IPPO) form, attach the invoice, and obtain approval from designated Approver for the Fund/Org (/Location).

The completed IPPO form and documentation should be submitted to Accounts_Payable@Xavier.edu with the subject of “IPPO request”.

Check requests will NOT be utilized for this process.

Accounts Payable will advise Suppliers that, for future transactions, they are to provide a quote and wait to receive a Xavier Purchase Order before providing a service or commodity. Subsequent invoices should be submitted directly to Accounts_Payable@Xavier.edu and must include the appropriate Purchase Order number.

Payment terms for Invoices Without a Purchase order are 45 days.

Please contact Beth Boland, Accounts Payable Manager at bolande@xaver.edu to discuss and acquire a form.