

## QUICK GUIDE

### ePay PO Back-up

ePay PO Back-Up is used to document and approve invoices originating from a Purchase Order for meals, light refreshment, and related services connected to business meetings, entertainment, and other occasions. Steps to use ePay for Purchase Order back-up are located here:

<http://cnc.ucr.edu/epay/pobackup.html>

The list below provides additional steps and considerations when using ePay to report Business meeting or Entertainment processed on a Purchase Order:

- PO should be marked "OK to Pay" in eBuy
- Be sure to select the appropriate expenditure type to guarantee appropriate routing
- Use appropriate accounts; 714140 business meetings/conference or 714160 Entertainment; Social with a Business purpose
- Click the box "This request is the Supporting documentation for a Purchase Order"
- Expenses should be recorded in the appropriate tab
- List all related expenses not tied to the event ID; i.e. recharge
- Mark "Y" if spouses or any family member is in attendance
- Attach all documentation; itemized receipt/invoice, guest list, dept. pre-approvals, written justifications for exceptions
- When the type of event requires the host approval and the Dept. Chair/Head is the Host, it must go the ORG for approval. If the Dean/VC is the Host, please attach the EVC approval