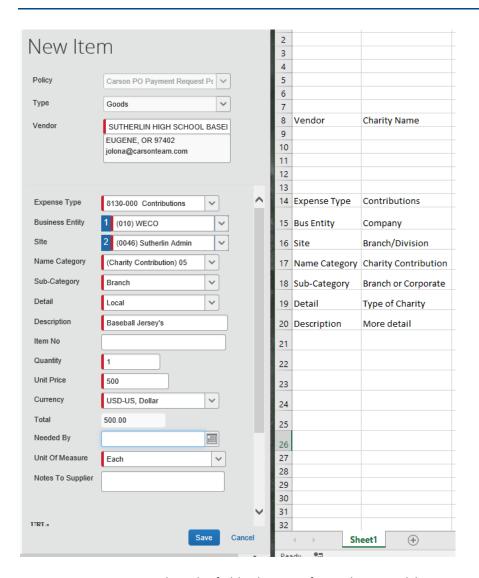
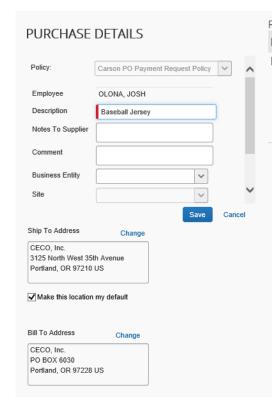
HOW TO CREATE A PO FOR A CONTRIBUTION



1. In Concur, complete the fields above. Refer to the spreadsheet on right for what type of information to include in each section. Click Save.

NOTE: If the vendor isn't already in Concur, request a W-9 and send to Samantha Davis or Josh Olona in Accounting so they can be added.

2. Click the Request button at the bottom





- 3. Add more details in the Description box.
- 4. Click Save
- 5. Click the Actions button to upload the backup documentation.
- 6. Then click the submit button.
- 7. This will be sent to James Haselhofer and Matthew Benz for approval. Once approved, you will receive a PO number from Concur. To facilitate payment for cash donations, follow standard invoice submission process by emailing the invoice (or alternative*) to acctspay@carsonteam.com.

^{*}You may not always have an invoice in donation/sponsorship situations. In that case, acceptable alternatives would be a request letter, or similar document, that outlines payment information, including how a check should be addressed and where it should be mailed to.