



# Drexel University

## SAP Ariba Marketplace End-User Guide How to Complete and Submit Signed Memo for Purchases Over \$500K *Accounts Payable & Procurement Services*

# How To Complete and Submit Signed Memo for Purchases Over 500K

This guide is essential for anyone involved in submitting requisitions and invoices totaling \$500,000+. A signed Memo from all the appropriate approvers is required to ensure compliance with Drexel's policies.

Alert! This guide only covers completing the Memo found on Drexel's Procurement website. Please refer to our other guides for step-by-step instructions on creating and submitting requisitions and invoices.

Alert! The requester is only responsible for getting the signature from the appropriate **department head**.

Alert! The remaining approvers will sign the Memo once the requisition/invoice is pending in their approval queue in Ariba.

1. Download the **"Over \$500,000 Purchase/Contract Approval Memo"** form from [Procurement's website](#).

**FORMS**

Click the links below to open or download the following forms.

**Travel**

Submit travel and expense reports to [TandE@drexel.edu](mailto:TandE@drexel.edu).

- [Travel Expense Reimbursement Report Jan.-June 2022 \[PDF\]](#)
- [Travel Expense Reimbursement Report July-Dec. 2022 \[PDF\]](#)
- [Travel Advance and Prepaid Expense Report \[PDF\]](#)

**P-Card**

The P-Card application is accessible online through the Employee tab in [DrexelOne](#). Review the PDFs below for instructions.

- [For Applicant: Application Process for P-Card \[PDF\]](#)
- [For Approver: Approval Process for P-Card Application \[PDF\]](#)

The forms below should be submitted to [TandE@drexel.edu](mailto:TandE@drexel.edu).

- [P-Card Change Form \[PDF\]](#)
- [P-Card Prohibited Purchase Exception Form \[PDF\]](#)

**Other Forms**

- [Missing Expense Receipt Form \[PDF\]](#)
- [For travel reimbursements submit to \[TandE@drexel.edu\]\(mailto:TandE@drexel.edu\)](#)
- [For P-Card charges submit to \[TandE@drexel.edu\]\(mailto:TandE@drexel.edu\)](#)
- [Business Meal Expense Approval Form \[PDF\]](#)
- [Fly America Act \(FAA\) Waiver Checklist \[PDF\]](#)
- [Guidelines for Furniture Purchases \[PDF\]](#)
- [Over \\$500,000 Purchase/Contract Approval Memo \[docx\]](#)

> [Travel Account Codes](#)

2. Complete the highlighted parts of the form.



*Office of Procurement Services & Accounts Payable*

**Summary:** [Include relevant context, financial information, explain the need for the good/services, etc.]

**Competitive Bidding Background:** [Provide overview of RFP/competitive bidding process, including when this was most recently bid out. If not currently applicable (e.g., we are under contract), note when this will next go out to bid. If a sole source, you must provide a justification which complies with the Purchasing Policy (see Section 1(2) on p. 5).]

**Budget Status:**

[Memo must address the following:

- Is this expense currently budgeted?
  - If YES, identify in detail how any cost increase over prior year(s) will be funded
  - If NO, how will this be funded? Has this new proposed expenditure been reviewed prior to this memo?
- ROI—Whenever applicable, identify any projected return on investment, particularly with new expenses or increased expenses.]

**Cost Center:** [TBD]

**Amount:** [TBD]

**Department:** [TBD]

**Contact:** [Email | Phone Number (if applicable)]

Thank you.

3. Get the signature from the **appropriate department head**.

**Drexel UNIVERSITY**  
*Office of Procurement Services & Accounts Payable*

**Date:** xx/xx/xxxx

**To:** Denis O'Brien, Interim President

**From:** Julie Jones, Vice President & Chief Procurement Officer, Accounts Payable & Procurement Services

**RE:** PO Requisition [Req Number] to [Supplier Name] for an estimated \$ \_\_\_\_\_.

*Approved,*

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[Department Head's Name, Title, & Department]

4. Attach the Memo to the requisition/invoice and submit.

Attachments

Drag and drop file here, or [browse](#) to upload, then click the Add button.

Over-500k-Memo.docx

Add

Note: The remaining approvers will review and sign the Memo and provide approval within Ariba.

