Accounts Payable Training and Tips

General Notes:

Invoices received in our office will be emailed to the department from the Accounts Payable email. Please review the invoice for accuracy and if approved for payment, please follow the steps noted below for purchase orders or payment requisitions, as applicable.

If you receive an invoice from the ap@una.edu email and the vendor will be paid directly from a Foundation account, please call or email us to let us know. We do not have access to Foundation payment history and will continue to follow-up with you on this invoice assuming it has not been paid.

Please be cautious about sending duplicate paperwork. If you believe you may have already sent an invoice or signed PO over for payment, please call or email us to inquire as we may be holding the payment pending additional approval or paperwork. If we determine we have not received the paperwork, we will let you know to re-submit. Sending multiple copies increases the risk of making duplicate payments.

When entering account codes, please use accounts other than 7005 - Supplies, when applicable. For example, DJ services or consultant services should be account 7080 – Contracted Services. Chartwells catering would be 7020 – Meals or 7057 – Food Purchases.

Always request a PO for catering orders from **Chartwells** (even if under $500). You may reference the Catertrax order number on your PO requisition. However, we do not pay from the Catertrax order. Chartwells or UNA Accounts Payable will email you the final invoice after the event.

Always request a PO for orders from **Printers & Stationers (PSI)**, even if under $500.

Always request a PO for **local hotels and car rentals** (even if under $500).

Orders from **Amazon** should be made using only the UNA Business account. Contact Purchasing office for a user login.

Purchase order payments – reference guide:

Please see the Purchasing website for instructions regarding requesting or changing a purchase order. Note that a purchase order must be requested and issued in advance of any order of $500 or more (exceptions noted above). Once the Purchasing office receives and processes your Purchase Requisition, the following will occur:

1) Purchase Order issued – both the vendor and department/requisitioner will receive a copy. Do NOT provide the vendor with your Purchase Requisition number (R#) as this is an internal reference only. An order is not authorized until an official PO is issued.
2) Product received or services rendered – Please send the signed PO to Accounts Payable AFTER the products have been received or the services have been completed.
3) Send signed Requisitioner copy of purchase order to ap@una.edu or process payment on a purchase order workflow. Sign the line on the bottom left of PO that reads “Departmental Authorization.” If an invoice has been received directly from the vendor, please attach invoice to signed PO.
4) If there is a change that needs to be made to the PO (changing the budget, adding an item or increasing quantity), please send the Change Order request to Purchasing (purch@una.edu). Do not send the signed PO to Accounts Payable until after the change is confirmed. Increases of 10% or more require a change order.
5) If a PO needs to be voided/cancelled, send the void request with explanation to Purchasing (purch@una.edu).

6) Please attach any necessary backup to the signed PO when sending for payment. For example, include the meeting agenda and list of attendees when paying for employee meals/events.

Notes: Processing times vary – please allow up to 2 weeks for payment processing. If there is an urgent request, please use a post-it note to identify it as urgent and provide explanation and requested payment date.

If the order is complete with one payment, write "Complete" or "Close PO" on the PO. If only making a partial payment, please write "Partial" on the PO. You can make a note as to what items have been received or which invoices are approved for payment on the PO. We will then leave the PO open for the remaining item(s) that need to be paid. Also, it is NOT necessary to send the original purchase requisition or quote again with the signed PO. Any documentation that was sent with the purchase requisition, we already have on file.

On the rare occasion that a check over $500 is needed to place an order (check with order), please be sure to include the original and a copy of completed documents (such as registration forms) and indicate that they will need to be mailed with the check. Also, please indicate "Check with Order" clearly on the purchase requisition. If less than $500, use the Payment Requisition form instead of the online purchase requisition.

Payment requisitions/travel forms* – reference guide:

*Contact Marissa Gatlin for questions regarding travel forms.

1) Submit completed Payment Requisitions and travel forms to the <u>Controller's office</u> (Room 103 or Box 5001 – Marissa Gatlin) with original receipts or invoices attached.

2) The payee name, address and L# or SSN/EIN must be on the requisition form or a W9 attached. This is especially important when paying an individual. We have many individuals with the same name in the system, and the individual's address may have changed.

Notes: Processing times vary – please allow up to 2 weeks from the date the requisition is received in the Controller's office for payment. If there is an urgent request, please use a post-it note to identify it as urgent and provide explanation and requested payment date.

Attach contracts, completed IRS Form W9, and TRS declaration statement for all contract services. If amount of contract is greater than $5,000, the vendor will also be required to complete the AL Statement of Disclosure form.

Payment Requisitions from Agency Funds are NOT to be sent to the Controller's office. Please take those to AP room 126 on the first floor of Cramer Way. They can be put in campus mail to Box 5001 as well.

Purchasing Card – reference guide:

1) All pcard purchases are logged in Regions Intersect. The cardholder or proxy will upload receipts and complete all fields (budget information and Notes - description of purchase). Save all original invoices/receipts to attach to your monthly card statement and file. Transactions should be coded and submitted with receipt uploaded within 7-10 business days of purchase.
2) The same rules apply for signature approval as travel forms when the purchase involves employee travel. For example, if the purchase is a flight for the cost center head, the signature or email approval from the employee's supervisor is required.
3) Detailed receipts/invoices are required, preferably showing the card # used.
4) Once all transactions for the month have been approved by the Purchasing office, internal audit will post to the budget in Banner.

Notes: If there is a refund expected due to cancellation or return of order, for example, please attach the confirmation of the refund or any correspondence between you and the vendor as a receipt in Regions Intersect. Also attach a copy of the original receipt.

The UNA pcard is to be used at point-of-sale (at time of purchase) only. It is NOT to be used to pay open invoices that you have or may receive from a vendor.

In-state travel expenses for employees are NOT allowed on the UNA pcard. Employees must pay for hotel and meals personally and seek reimbursement using the travel form.