**Accounts Payable Training and Tips**

**Purchase order payments – reference guide:**

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.
2. Product received or services rendered – Please do not send the signed PO to Accounts Payable until the product(s) have been received or the services have been completed.
3. Send signed Requisitioner copy of purchase order to Accounts Payable Room 26 or Box 5001. 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 original 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. 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.
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.
7. 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.

Notes: If 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. 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 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) that 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:**

1) Submit completed Payment Requisitions and travel forms to the Controller’s office (Room 103 or Box 5001 – Lisa Rhodes) 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.

3) 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.

Notes: 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 the cashier window in the basement of Bibb Graves. They can be put in campus mail to Box 5001 as well.

As a reminder, direct deposit reimbursement from Accounts Payable is currently available only to permanent employees.

**Purchasing Card – reference guide:**

1. A completed Purchasing Card Usage Form should be turned in to the Purchasing/Procurement office (Room 126 or Box 5025). Attach original invoices/receipts. All fields should be complete (budget, card #, description of business use, etc). Paperwork should be submitted to Purchasing office 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 of the employee’s supervisor is required.
3. Detailed receipts/invoices are required, preferably showing the card # used.
4. Once approved by the Purchasing office, the paperwork will be sent to Accounts Payable for posting to the budget.

Notes: If there is a refund expected due to cancellation or return of order, for example, please submit the confirmation of the refund or any correspondence between you and the vendor to the Purchasing office. Attach a copy of the original pcard form and write the expected refund amount on it.

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.

**General Notes:**

If you receive an invoice from the [ap@una.edu](mailto: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.

Do not submit the Chartwells invoices you see in Catertrax. Wait for the invoice emailed to you from Raven or Accounts Payable as the invoice numbers do not match what is in Catertrax.