ACCOUNTS PAYABLE VOUCHER PAYMENT GUIDELINES

1. VOUCHER vs PURCHASE ORDER:

By "voucher payment request" or "voucher requisition" we will mean any request for payment submitted to Accounts Payable (A/P) that has not been processed through and assigned a purchase order (PO) number by the Purchasing Office.

Items that should be paid via voucher, rather than via PO, include:

- Conference attendance fees, including Admissions Office recruitment fees
- Aramark food service and other rental services fees charged to the departments by the Facilities Office (See separate memo for procedures)
- Employee business cards (See separate memo for procedures)
- Employee reimbursements for travel, meetings and out-of-pocket expense (See separate memo for procedures)
- Inter-corporate and/or inter-departmental payments and "cost sharing" transfers (See separate memo for procedure)
- Employee/student travel expenses for International Programs
- Memberships for professional associations
- Petty cash (See separate memo for procedures)
- Payroll/benefits withholding payments
- Medical Insurance Reimbursements
- Student field trip expenses
- Payments to students
- Subscriptions to newspapers and periodicals
- Library out-of-print/consignment orders
- Emergency repairs and purchases for which the user has a vendor invoice (not to exceed $200)

The Accounts Payable staff to forward to the Purchasing Office any Voucher Requisition requesting payment to a vendor or contractor for goods or services not included on the above list. The Purchasing Office will handle the item in accordance with the announced Unauthorized Purchases policy.

2. CREATING THE VOUCHER REQUISITION

Similar to PO's, all voucher payments requests must be encumbered via the BiTech on-line requisition screen POUPPR.

By selecting the appropriate "seed" in the PR field of POUPPR, the end user will determine the kind of requisition to be created:

PR.PURCH for regular Purchase Order requisitions, which will start with "R"
PR.VOUCH for A/P voucher requisitions, which will start with "X"
PR.WFOOD for food service (Aramark) voucher requisitions, which will start with "F"
PR.WRENT for other facilities service voucher requisitions, which will start with "S"

Depending on the PR seed, the end user will print a CDD generated voucher authorization form, which must be approved and submitted either to A/P or the Facilities Rental Office for processing. The attached table PURCHASE REQUISITION PROCESSES (POPUPR) at the end of this memo summarizes the purposes, processes and voucher authorization forms initiated by the different seeds.

3. VENDOR SELECTION:

In order to complete the POUPPR requisition process and print the Voucher Form, the end user must select a vendor (the payee) from the vendor look-up table.

If the end user determines (after an examination of the vendor look-up table) that the intended payee does not exist in the system as a vendor, then the end user should select the dummy vendor number V99999 "VENDOR NOT DETERMINED" in order to save the entered data and pre-encumber the vouchered amount.

However, since the system will not allow an end user to a print the Voucher Form without a valid vendor number in the vendor field, the end user will have to submit a REQUEST FOR NEW VENDOR (PEID) form to the Purchasing Department, requesting that the intended payee be set-up in the system as a vendor. The Purchasing department will set-up the vendor and notify the end user with the new vendor number.

Once the Purchasing Department has set-up the vendor in the system, the end user should go back into POUPPR in order to change the vendor number (from V99999 to the vendor number established by the Purchasing Department), and print out Voucher Form, which can then be submitted to A/P for payment processing.

4. THE A/P VOUCHER AUTHORIZATION FORM:

After the voucher requisition has been entered into the system with a valid vendor number, the end user then prints the appropriate A/P Voucher Authorization form. The following Voucher Forms have been set-up as a CDD reports and stored in the folder User Reports:

- **AP_Voucher** for the Accounts Payable Voucher Authorization Form (Voucher Form), which the end user should send to A/P. (See attached copy)
- **Food_Svc_Auth** for the Food Service Authorization Form, which the end user should send to the Facilities Rental Office to request food service. (See separate memo for procedures relating to food/facilities rental processing.)

- **Rent_Svc_Auth** for the Rental Service Authorization Form, which the end user should send to the Facilities Rental Office to request other facilities rental services. (See separate memo for procedures relating to food/facilities rental processing.)

(A CDD report for regular purchase requisitions [PR_Approval] has also been set-up, which will print the requisition authorization that the end user must send to the Purchasing Department.)

Once the Voucher Form has been printed, the user must obtain the appropriate authorization signature(s) and submit the Voucher Form, along with any required back-up (expense report, invoices, letter of agreement, etc.) to A/P for processing and payment. The signed Voucher Form will serve as the authorization for A/P to issue payment.

The end user should make and keep a copy of the A/P Voucher Authorization and any attached back-up. The end user will be able to track the status of the voucher requisition (has it been paid, what is the check number, etc.) via the CDD report Requisition/PO Status Report in the User folder.

5. ACCOUNTS PAYABLE CHECKS:

- There will be two A/P check runs per week, on Tuesdays and on Fridays. **Checks will not be produced outside of this schedule.** Each check run will include payments for FIT and all auxiliary corporations (Staff Housing, Student Housing, FITSA and Student Faculty Corporation.

- Payments will be processed only from **original** invoices or disbursement documentation. In the event that the original cannot be located, a copy will be accepted only if a notation to that effect is made on the copy. The copy must be signed and dated by the appropriate authorized individual.

- Processing time of approximately 7 – 10 business days will be required for voucher type payments. This means 7 – 10 days from when all the *completed* required paperwork is received in the Accounting Office.

- Users should refer the CDD report "Requisition/PO Status Report" in the User folder, in order to check on the status of the requisition/purchase order, receiving information, and whether payment has been made. If Paid status is "Yes," the User may drill down to obtain detailed payment information, including check numbers, dates and check status (paid, cashed, etc.).

- Requests for stop payment on checks will only be processed if a written request is received from the vendor. Requests for stop payment cannot be taken over the telephone.

- All A/P checks will be mailed. Checks will no longer be available for pick-up in the Accounting Office.