

Accounts Payable





Today You Will Learn...

- PO vs. Pcard vs. Check Request
- When To Complete A Check Request
- When To Complete An Employee Expense Record
- How To Pay A Purchase Order Invoice
- Who Needs A W-9 or W-8BEN Form
- Check Processing Schedule
- Electronic Payments
- Authorized Signatures
- Paying An Individual – Payroll or AP?



Accounts Payable Mission

Accounts Payable is dedicated to providing prompt and professional attention to each department's needs, while adhering to appropriate accounting practices and internal controls.

Location: Central Services Building

Phone: x4206



PO vs. Pcard vs. Check Request

- Over \$10,000 – Purchase Order (PO)
- Under \$10,000
 - Can Pay By Credit Card – Pcard Preferred
 - Can't Pay By Credit Cards – Invoice & Check Request



When to Complete a Check Request

- Pay A Non-PO Invoice For Goods Or Services
- Pay An Individual Contractor's Invoice For Services
- Reimburse An Employee For Non-Travel Related Expenses
 - Business Purpose Required
- You can find links to all Accounts Payable forms on the DB@B site



When to Complete an Employee Expense Record Form

- Reimburse An Employee For Travel Related Expenses
 - Business Purpose Required
 - Travel Dates And Destination
- Reconcile Outstanding Travel Advances
 - Request For Advance Form Must Be Received In AP 10-14 Days Prior To Travel
 - Funds Are Issued One Week Before Trip
 - Funds Are Settled Within Two Weeks After Completion Of Trip



How to Pay a Purchase Order Invoice

- Invoices Associated With POs Go Directly To AP
 - AP Will Request Authorized Receipt of Materials
- If You Receive The Invoice, Be Sure To Identify The PO Number Before Sending To AP
- If You Receive An Email Invoice Approval From AP, Please Reference the PO Number In Your Response



Form W-9 Requirement

- IRS Requires The College To Maintain This Signed Form For US Payees
- Call AP To See If Vendor Is Already On File
- Federal Tax ID Number Or Social Security Number Must Be Provided
 - Determines If Payment Is 1099 Reportable



Form W-8BEN Requirement

- IRS Requires The College To Maintain This Signed Form For Non-US Payees
- Call AP To See If Vendor Is Already On File
- Determines If Payment Is Subject To Backup Withholding



Check Processing Schedule

- Checks Are Printed Every Wednesday And Mailed By Friday
- Documents Must Be Received By Monday PM
- “Off Cycle Checks” Printed In Emergency Cases Only



Electronic Payments

- Wire – Same Day Payment - \$25-30 Each
- ACH Transfer – Next Day Payment - \$2 Each
- Complete Wire Transfer Form
 - Receiving Bank Information Must Be Accurate
 - i.e., Receiving Bank Account Name Must Be The Same As The Beneficiary Name



Authorized Signatures

- Organizational Contract (i.e., BCBS, Sodexo)
 - >\$100,000 Requires VP Level Approval
 - >\$10,000 Requires Department Head Approval
- Purchase Order (>\$10,000)
 - >\$100,000 Requires VP Level Approval
 - >\$10,000 Requires Department Head Approval
- Single Invoice (<\$10,000)
 - Based On Budgetary Responsibility
- Employee Expense Reimbursements
 - Must Be Approved By Employee's Manager

PLEASE NOTE: Invoices related to pre-authorized Organizational Contracts and Purchase Orders are signed based on budgetary responsibility.



Compensation to an Individual Performing a Service

- Reviewed By Employment Office To Determine Payment As Employee (Payroll) Or Contractor (AP)
 - Minimizes Liability Risk To College
- If A Contractor, You Must Fill Out One Of The Following Forms
 - Independent Consultant Agreement Form
 - Visiting Performer Or Visiting Speaker Agreement Form
 - Services Contract Agreement Form
- All Agreements Are Valid For Up To One Year
- Database Maintained By AP



Top 10 Reasons Payments Are Delayed

- 10 Missing Current Independent Consultant, Visiting Performer or Visiting Speaker Agreement Form
- 9 Missing Backup Documentation, Receipts
- 8 Missing Receiving Bank Information (Wires and ACH Transfers)
- 7 Missing or Incomplete Payee Address
- 6 Requested Payment Amount Does Not Agree With Backup Documentation
- 5 Missing Payment Amount
- 4 Missing Business Purpose on Employee Expense Reimbursement
- 3 Missing Proper Authorization
- 2 Missing or Invalid 13-Digit Account Number
- 1 Form W-9 or Form W-8BEN Missing



Questions

