

## PROCUREMENT & PAYMENT SERVICES TIP SHEET

1. When an explanation is required on a requisition or voucher insure a clear description is given. (For example, refreshments, guest meals, and awards)
2. All invoices submitted to PPS for payment must have an AU Vendor Voucher attached.
3. We can make payments only from **original** invoices.
4. All vouchers and Purchasing Card reconciliations submitted for payment require an authorized signature, date, FOAP, and dollar amount distribution.
5. All invoices should be paid within 30 days of receipt. Check Banner form FAIVNDH if you are unsure an invoice has been paid. This will insure duplicate invoices are not submitted. All invoices over 90 days require a current statement from the vendor.
6. Purchase Orders are required for all purchases of \$2,500 or more. If the total purchase will exceed \$7,500 a bid is required. Review all PO's carefully when they are encumbered to insure the information is correct. Once a PO is encumbered the payments can only be made based on the information in Banner.

If a change must be made on a PO, or the PO needs to be closed, process a Purchase Change Order and submit to PPS. Before submitting the invoice for payment, insure that the name on the invoice matches the name on the PO.

7. In general, prepayments (subscriptions, registration fees, etc) should be made using the Purchasing Card. However, if making the payment by check, insure the form that will be sent to the vendor is fully completed. Also, attach a copy of the form since the remittance must be sent with the check to the vendor.
8. Flowers purchased for decorative purposes at official AU functions are the only allowable flower purchases out of AU funds.
9. Purchasing Card reconciliations are due to PPS by the 22<sup>nd</sup> of the month. Back up/supporting documentation should be attached to the reconciliation for each purchase.
10. Reimbursement for meals on out of state travel which exceeds \$34/day require **itemized** receipts (not just a credit card slip). Guest meals also require an **itemized** receipt as well as a guest list, including association of each person to AU, and a statement of the business purpose of the meal.