

Accounts Payable Frequently Asked Questions

• How long does it take to process a request for payment?

Payment will be issued within 4-8 working days, of the date the Payment Request (PR), Public Relation Expense Voucher (PREV), or Travel form is received by Foundation (with the appropriate documentation and approval).

• When can I request an Off-line Check?

Offline checks are for Emergency Use Only. Off-line Checks are Not for:

- Reimbursement for out-of-pocket expenses. Petty cash accounts can be established to eliminate the need for small out-of-pocket expenses.
- Advance checks for department events. Event planning should include time lines that allow for payment using the regular check run.
- Scholarship/stipend checks. Planning for scholarship/stipend checks should be established so that payment can be processed in a regular check run.

If the payment falls within any of the above categories, Foundation Accounting will contact the originator and process the payment request in the weekly check run.

• How soon can I receive an Off-line Check?

Accounts Payable issues Off-line checks on Tuesday and Thursday. The PR or PREV (with appropriate documentation and approval) must be received at Foundation, Bldg. 55 by 5pm on Monday or Wednesday to be processed in the next day's Offline Check run.

• How long does it take to process a request for Purchase Order?

Purchase Orders are issued within 2 working days of the date the request is received by Foundation (with the appropriate documentation and approval). The vendor and department copies of the Purchase Order are then sent to the requestor via campus mail. You may request to have a copy faxed to your department to expedite your ordering process.

• What kind of documentation is needed for cash advance?

A Payment Request (PR) or Public Relations Expense Voucher (PREV), with the approval of an authorized signer is required. The description “Advance”, with the department project code, object code 1130 (Advances/Non-receipted) and a brief explanation of the purpose should be listed. A written quotation is required for all advance payments to vendors. For public relations expense, you will need a brief explanation of the benefit and purpose to the Foundation and/or University and a list of the attendees when applicable (meals, seminars, conferences, retreats, entertainment, etc.).

• Why is a mailing address or remittance address required when requesting payment if request is marked “notify department when ready”?

All Accounts Payable checks must be picked up within 2 working days after notification, or they will be mailed on the 3rd working day. Providing the address on the request insures that payment is mailed to the correct address. Addresses should be listed as follows:

Payment to Vendors-Remittance address as it appears on their invoice.

Payment to Individuals-Mailing address (for the purpose of 1099 reporting of taxable income, the mailing address must be a home address, not a P.O. Box address, when payment is for services, scholarships or stipends).

• Can I request checks be sent to me via campus mail?

Accounts Payable checks are not distributed via campus mail. They are either held for pickup or mailed to the home or vendor address, with the exception of checks payable to the University or ASI/University Union. Checks payable to the University or ASI/University Union are delivered to them by Foundation Courier when issued. The following must appear on the request for payment to insure deposit to the correct account:

University: Checks are delivered to University Financial Services for deposit. The University account number to be credited must be provided on the request for payment and will appear on the check.

ASI/University Union: Checks are delivered to the ASI/UU Business Office for deposit. For ASI payments, the name of the student organization and the ASI account number to be credited must be provided on the request for payment and will appear on the check.

• Can Purchasing Cards or Petty Cash be used to pay for services or rentals?

Payment of services or rentals is taxable income to an individual or business. The use of

Purchasing Cards or Petty Cash does not allow proper documentation and reporting of payment. Therefore, payment is made by Accounts Payable upon receipt of a completed W-9 or Vendor Data Record form, documenting the tax status (sole proprietor, partnership or corporation) and Social Security or tax identification number. A 1099 Misc form is issued to individuals or to businesses that are not incorporated, at the end of each calendar year.