

PAYMENT TID BITS

1. When an explanation is required on an invoice or voucher insure a clear description is given. (For example refreshments, guest meals, and awards)
 2. Check vendor numbers often (use FRS screen 102). The vendor file is updated daily.
 3. We can make payment only from **original** invoices.
 4. All invoices, vouchers, and Purchasing Card reconciliations submitted for payment require an authorized signature, date, an account number, subcode, and dollar amount distribution. However, if the payment is made on a Purchase Order, only the signature, date, and PO number should be included on the invoice stamp.
 5. All invoices should be paid within 30 days of receipt. Check FRS screen 118 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 \$2500 or more. If the total purchase will exceed \$7500 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 on FRS. 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. When submitting an invoice for payment on a PO do not include an account number and dollar amount distribution on the invoice stamp.
7. When making a prepayment (subscriptions, registration fees, etc.) insure the form that will be sent to the vendor is fully completed. Also, attach a copy of the form since a remittance must be sent with the check to the vendor. A vendor voucher is required for prepayments, DO NOT use the invoice stamp.
 8. Flowers purchased for decorative purposes at official AU functions are the only allowable flower purchases out of an S/L 2, 3, 4, 5, 6, or 8 account.
 9. Purchasing Card reconciliations are due to PPS by the 22nd of the month. Back up documentation should be attached to the reconciliation for each purchase.
 10. Reimbursement for meals on out of state travel which exceed \$34/day require **itemized** receipts (not just a credit card slip). Guest meals also require an **itemized** receipt as well as a guest list and a statement of the business purpose of the meal.