

ACCOUNTS PAYABLE INFORMATION GUIDE

Request for Reimbursement for Out-of-Pocket Expense

- 1) Complete a Check Request/Reimbursement Form*
 - a. Attach original itemized receipt(s) – should include method of payment
- 2) Obtain department head approval and forward to Accounts Payable interoffice mail.
- 3) Reimbursement requests need to be approved by Director of Payroll and Accounts Payable prior to processing payment.
- 4) Reimbursement requests need to be received by Tuesday to be included in payment processing the following Thursday.

Request for Invoice Payment (Not Related to a PO)

- 1) Accounts Payable receives all vendor invoices and forwards invoice to appropriate department for review and approval to pay.
- 2) Review invoice for accuracy, write appropriate general ledger number on invoice and obtain department head approval (signed and dated) and forward back to Accounts Payable for payment processing.
 - a. Any discrepancies on an invoice need to be resolved with the vendor directly prior to submitting to Accounts Payable for payment processing.
 - b. If Accounts Payable determines the invoice is from a vendor not in our records, there could be additional time required to process the payment due to IRS Regulations requiring a W-9 be filed with Accounts Payable.
- 3) Invoices are approved by Director of Payroll and Accounts Payable prior to processing payment.
- 4) Invoices need to be received by Tuesday to be included in check processing the following Thursday.
Checks are mailed Thursday late afternoon.

Requests for Purchase of Goods or Services Over \$2,000.00 (Purchase Order)

- 1) Complete a PO Requisition Form *
- 2) Obtain department head approval and forward to Accounts Payable through interoffice mail.
- 3) Accounts Payable clerk will enter PO into system, print and forward to vendor.
- 4) Facilities department receives all orders of goods and disburses to requisitioning department (requestor) for review and acceptance.
- 5) Accounts Payable receives the invoice related to the PO and forwards to requisitioning department (requestor) for approval to pay.
 - a. Invoices need to agree to the related purchase order, need to be marked as “okay to pay” and forwarded back to Accounts Payable for payment processing.
 - b. Any discrepancies between an invoice and purchase order need to be resolved with the vendor directly prior to submitting to Accounts Payable for payment processing.

Request for Cash Advance for Out-of-Pocket Expense

- 1) Complete a Check Request/Reimbursement Form*
 - a. Clearly state the purpose of request with adequate detail regarding dates, locations and other pertinent information
- 2) Obtain department head approval and forward to Accounts Payable through interoffice mail.
- 3) Cash advance requests need to be approved by Director of Payroll and Accounts Payable prior to processing payment.
 - a. Cash advance requests need Controller approval if amount exceeds \$1,500.
- 4) Cash advance requests need to be received by Tuesday to be included in payment processing the following Thursday.
- 5) Upon and within two weeks of completion of event or travel a second Check Request/Reimbursement Form needs to be completed
 - a. Attach original itemized receipt(s) – should include method of payment
 - b. Include amount previously received in cash advance
 - c. Return excess funds to Accounts Payable office with Check Request/Reimbursement Form or indicate amount of reimbursement requested.
- 6) Obtain department head approval and forward to Accounts Payable through interoffice mail.
- 7) Reimbursement requests need to be approved by Director of Payroll and Accounts Payable prior to processing payment.
- 8) Reimbursement requests need to be received by Friday to be included in check processing the following Thursday.

Other Services Offered in Accounts Payable

- 1) Petty Cash – small and infrequent departmental purchases can be reimbursed through petty cash
- 2) Wegmans purchasing card available for sign-out/use
- 3) Preferred Vendor for Ground Transportation – Enterprise Rent-a-Car (contact AP for vendor number)

*Available on A/P Website