

# Accounts Payable Processing Invoice Payments



# Our Mission

Our Mission: To process vendor payments in a timely manner while maintaining a high level of accuracy.



Remember, transactions using state money demand the highest degree of scrutiny and accountability.

# Purchase Card or Check?

If an invoice can be paid on your MU Purchase Card, please use it rather than creating a Requisition (Purchase Order) or Encumbrance. If there are terms and conditions or labor associated with the invoice, you must have a requisition. If promotional, do not use your Pcard for payment, and contact the University Communications office for approval of your items.



# Invoices Paid on Purchase Orders or Encumbrances

Please forward invoices to be paid on a purchase order or encumbrance to the Office of Accounts Payable (203 Old Main) within 24 – 48 hours of receipt. All invoices must be stamped and certified by the department for payment.



I hereby certify that the items listed have been received & approved for payment.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Encumbrance Approvals

All Essential Services will be approved in the Accounts Payable office unless they are contractual.

All guest speakers or consultants must be paid by an all-inclusive BOG48. The agreement will include any speaking fees, along with travel expenses.

# Receipt of Merchandise for Purchase Orders

- Receipt of merchandise ordered on a Purchase Order is entered in Banner by the Receiving Department.
- Please contact Receiving if any Purchase Order items are sent directly to your office so the Receiver may be entered in Banner. David Arigan is the contact for Receiving.



# Vendor Registration Required

All vendors must be registered in Banner and in the State Payment System (wvOasis). A vendor cannot be added to wvOasis until an invoice has been received in our A/P office for payment.

This includes employees for reimbursements and students.



# Vendor Registration Required

- Forms and instructions for Vendor Registration are located in the Accounts Payable Section of the Finance website.
- Completed W-9 forms must be faxed to 304-696-3289 or delivered directly to the A/P office in OM203
- <http://www.marshall.edu/wpmu/finance>
- Click on the Forms Tab
- Kim Fry is responsible for vendor registration. A W-9 form is required for any new vendor.



# Employee Reimbursement Requests

Out-of-pocket purchases are NOT the preferred method of payment and should only be used if the vendor does not accept VISA (Purchase Card). If you are unsure if an expense will be eligible for reimbursement, please contact our A/P office before making the purchase.



# Employee Reimbursement Requests



Out-of-pocket purchases are defined as:

1. The purchase of commodities that are to become ownership of the state.
2. Payment for hospitality expenses.
3. NO reimbursement requests for computers, laptops, tablets, or any type of membership.

# Employee Reimbursement Requests

The Employee Reimbursement Request is available on our website

<http://www.marshall.edu/wpmu/finance>

Click on the Forms Tab



# Employee Reimbursement Request Requirements

The form must include:

- ✓ Encumbrance Number
- ✓ Vendor's Name and Address
- ✓ 901 #
- ✓ Quantity and Description of Items Purchased
- ✓ Unit Price and Total Amount
- ✓ Purpose of the Expenditure
- ✓ Date and Signature of Employee and Supervisor



# Newest Reimbursement form



**Employee Reimbursement Request**  
**for Out-of-Pocket Expenses Required for University Business**  
(This form should not be used for travel expense reimbursements.)

State Org. Name: Marshall University		Employee Name and Address:	
State Org Number: 0471			
Encumbrance #:		Employee Identification Number (901 #):	
WVOASIS Document ID (For Payment Office use)			
Qty	Description of Items Purchased	Unit Price	Total
	<b>TOTAL</b>		
Purpose of Expenditure:			
Employee Signature:		Supervisor Signature:	
Date:		Date:	
"By my signature, I certify I received the above and am due payment."		"By my signature, I certify the above has been received and approved for payment."	

# Employee Reimbursement Request Requirements

Purpose of Expenditure must state how the services or merchandise purchased benefit the University.



# Employee Reimbursement Requests

Original Itemized Receipts which show a zero balance must be attached to the Reimbursement Request





Save money. Live better.

### Self Checkout

*Fast. Fun. Easy.*

( 304 ) 525 - 8889  
MANAGER DEBBIE MAYS  
3333 US ROUTE 60  
HUNTINGTON WV 25705  
ST# 2244 OP# 00009044 TER 44 TRN 09802  
GV STRBGRY 007874212424 F 8.46 Y  
SUBTOTAL 8.46  
TAX 2 2.000 % 0.17  
TOTAL 8.63  
VISA TEND 8.63

ACCOUNT # \*\*\*\* \* 8655 S  
APPROVAL # 08026C  
REF # 204000216403  
TRANS ID - 0082040551739711  
VALIDATION - JCRN  
PAYMENT SERVICE - E  
TERMINAL # 19000414

02/09/12 10:19:47

CHANGE DUE 0.00

## # ITEMS SOLD 1

TC# 3004 1094 0299 3598 9343





QUIZ CONTINUED

\*\*\*\*\*  
\* 3 9 0 9 1 1 \*  
\*\*\*\*\*

W

BOB EVANS  
606 Third Ave  
Huntington, WV  
(304)525-6810

BOB EVANS #46

Dine In

Restaurant # 0046  
Order # 390911  
Date : 2/9/2012  
Time : 8:37:44 AM  
Server : WINTRESS Z

TBL# 52 PTY# 2  
Server Name: WINTRESS Z  
SEAT: 1  
1 2 Crepes & Topping 5.29  
Hot Tea 1.89  
Seat 1 SubTotal: 7.18

SALE \$ 18.36  
TIP \$ 3.25  
-----  
TOTAL \$ 21.61

SEAT: 2  
1 2 Crepes & Topping 5.29  
2 Eggs 2.80  
Coffee 1.89  
Seat 2 SubTotal: 9.98

Card Type : Master Card  
Acct.Number: XX5080  
Issued To : BEHRMAN/ROBERT #  
AuthCode : 242322

SubTotal 17.16  
Tax 1.20  
Total 18.36

\*\*\*\*\*  
Thank you for visiting Bob Evans.  
\*\*\*\*\*

2/9/2012 R3 08:08 AM

\*\*\*\*\*  
THANK YOU FOR VISITING  
BOB EVANS  
Huntington, WV  
\*\*\*\*\*

# Employee Reimbursement Request and Certifying you have received the goods

When Employees sign the Employee Reimbursement form, they are certifying they have received the itemized items listed on the Reimbursement form, and when the Supervisor signs the form, he/she is also certifying that the items have been received within the department.

# Employee Reimbursement Requests for Hospitality

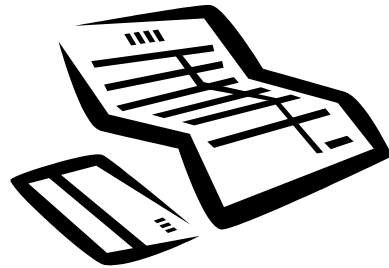
Account code 70420

- Expenses include food, nonalcoholic beverages, facility rental, entertainment and other expenses relating to conducting state business
- Includes snacks/refreshments served during training classes and/or student activities
- Attendee Sign-In Sheets must be completed.



# Employee Reimbursement Requests

The total amount spent by employee on items purchased for University business can be reimbursed, including taxes and tips.

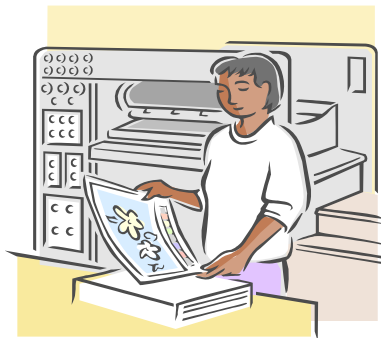


# Employee Reimbursement Requests for Hospitality

- Payment for alcoholic beverages is prohibited
- Itemized receipt required
- Completed Hospitality Form (MUBOG3) must be attached
- The form can be accessed at the link below  
[http://www.marshall.edu/wpmu/purchasing/files/2012/03/MUBOG3\\_7.11.pdf](http://www.marshall.edu/wpmu/purchasing/files/2012/03/MUBOG3_7.11.pdf)

# Employee Reimbursement Request

You may submit an Employee Reimbursement Request for event-related materials including printing, shipping, books, and/or DVDs.



## Account Codes

- Account Codes for different expenditures are located on the Accounting Section of the Finance website.

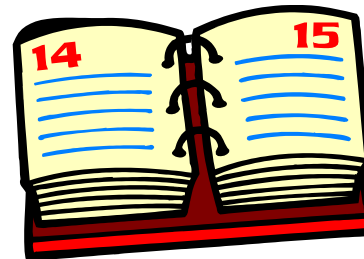
<http://www.marshall.edu/finance/account-codes/>

Account codes often change from one fiscal year to the next, so please check the above link for the accurate codes.

- **A quick and easy way to find an account code is to visit our finance website and go to the “A-Z of Finance” tab. Click on “Account Codes – Expenditure Only” and scroll down until you find the correct account code.**

# Payment Due Dates

- Service invoices cannot be paid in advance of the performance of service. If you pay a guest speaker, the check can be delivered at the performance if you plan ahead, or after the event. The last date of service on the signed agreement is when the check can be issued.





# Payment Due Dates

Exceptions include these account codes which may be paid 1 year in advance:

- Subscriptions - 70207
- Software Support Services - 70274
- Association Dues - 70310
- Warranties - 70380
- Computer Software Licenses:
  - 70543 if less than \$5000
  - 71710 if greater than \$5000



# Shipping Charges



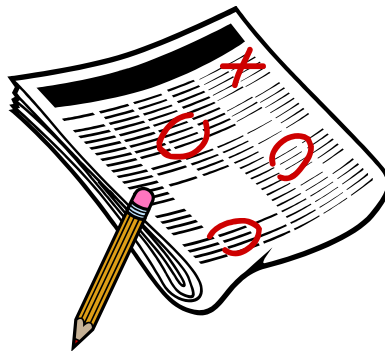
The account code for shipping charges that involves freight or

fuel surcharges is 70534.

This applies only to non-asset items.

# Invoices for Advertising

- All Advertising and all Promotional materials must be preapproved by the University Communications Office before you can proceed with an encumbrance or requisition. We must have their approval in writing before we will process any payments.
- Do not pay for any Advertising or Promotional items on your Pcard. It is now considered a restricted item.



## Payment of Association Dues

- Can only be paid at the level of the institution (individual memberships are not payable or reimbursable) Send all invoices to OM203
- Association Dues are not payable by P-Card
- Payment can be made to each vendor only once per fiscal year



# Association/Membership Dues

An Application Form must be submitted to the Office of Accounts Payable (OM203) if it is a new organizational membership.



# Need More Information?

➤ Additional information is available on our website at

<http://www.marshall.edu/finance>

➤ Questions? Email us at

[acctspayable@marshall.edu](mailto:acctspayable@marshall.edu)

➤ Or call the following individuals:

304-696-2221 Melody Freeman

304-696-2237 Kim Fry

304-696-6520 Juanita Parsons

Accounts Payable Manager

Vendor Registration

Director Accts Pybl/Staff Dev.

# THANK YOU!



Before you leave, please complete the Evaluation Form and leave it at the end of your row. Have a great day!