ACCOUNTS PAYABLE

TRAINING OVERVIEW


**Purpose**

The Accounts Payable Department is responsible for providing timely and accurate payment for all payment requests while providing responsive and quality services to the University Community, students, and vendors, in accordance with established policies and procedures.
Forms Used to Request Payments

- Purchase Requisition/Purchase Order
- Check Request Form
- Invoice (matched with a purchase order or accompanied by a check request)
- Expense Reimbursement Form
Type of Payments Processed

- Payments to vendors for goods and services
- Cash Advances
- Student Refund Checks
- Petty Cash Replenishment
Forms Commonly Used

- Accounts Payable Signature Authorization Form
- Expense Reimbursement and Mileage Log Sheet
- Check Request
- Purchase Requisition
- Purchase Order Change Form
- W9 Form
- Employee/Independent Contractor Classification Checklist
Receipt/Invoice Requirements

Detailed/Itemized receipts are required for all purchases.

Meal receipts need to show what was purchased, to show that the meal expense is in compliance with the University’s Policy (no alcohol, maximum of 20% tip, etc.

Invoices and receipts for goods and services must show what was purchased, cost, shipping/handling, and applicable sales tax.

Lodging receipts must be detailed. Meals that appear on lodging receipts must have the itemized receipt for the meal attached.
Before engaging in any activities that have the potential to increase the University’s exposure to risk, such as:

- The use of on-campus and off-campus facilities for special events.
- Contracting services for entertainment, guest speakers, and other services to be rendered (includes corporations, sole proprietors and individuals).

Contact Clark Hitt in Risk Management at extension 4516 to find out what forms are required before proceeding with the function or services.
AXO Bookings (airfare & car rental)
http://sites.laverne.edu/treasurer/

- After a booking print out the invoice.
- Make sure the eight digit program/department number is listed on the invoice.
- Write the business purpose for the booking on the invoice.
- Get an approval signature on the invoice. An individual cannot approve their own booking.
- Send the approved invoice to Accounts Payable.
- Send car rental receipts to Accounts Payable.
- Do not include airfare and car rental expenses booked through AXO on the Expense Reimbursement Form.
- A Travel Authorization Form may be required when travel includes airfare or lodging (review the T/A Form for exceptions).
- Contact Judi Stillwell for training at x4522 or jstillwell@laverne.edu.
All requests for technology purchases which include:

- Software
- Hardware
- License fees/agreements related to software or hardware

need to be approved by the Division of Facility and Technology Services (formerly OIT) in addition to the departmental approvals. Contact the help desk at x4130 if you have questions regarding this.
Contact Information

Location
Accounts Payable is located on the second floor in Woody Hall

Contacts
- Sandy Lejay, Accounts Payable Manager
  Extension 4116 or slejay@laverne.edu

- Lena Ramos, Senior Accounts Payable Assistant
  Extension 4112 or lramos@laverne.edu

- Sylvia Snell, Accounts Payable Assistant
  Extension 4111 or ssnell@laverne.edu

Website: http://sites.laverne.edu/accounts-payable/