

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 Form)
- Expense Reimbursement Form

Types of Payments Processed

- Payments to vendors for goods and services
- Cash Advances
- Student Refund Checks
- Petty Cash Replenishment
- Expense reimbursements

Forms Commonly Used

- Accounts Payable Signature Authorization Form
- Expense Reimbursement and Mileage Log Sheet
- Check Request
- Purchase requisition
- Purchase Order Change Form
- W9 Form
- Independent Contractor Pre-Hire Questionnaire

Receipt/Invoice Requirements

Meal receipts should show the total amount for the meal and tip, if applicable (**maximum of 20% tip**).

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 should have the itemized receipt for the meal attached.

Risk Management

[Click here to access the Risk Management website](#)

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 **Alexander Soto** in Risk Management at extension **4516** to find out what forms are required **before** proceeding with the function or services.

Concur Travel Bookings

University Business Travel

- **After a booking print out the invoice.**
- Make sure the 19 digit FOAP code is listed on the invoice.
- Write the business purpose for the booking on the invoice.
- Obtain 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 Concur 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 the Travel Manager for training at extension 4522 with any questions.

Technology Purchases

Technology Website

All requests for technology purchases which include:

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

require approval from the Division of Facility and Technology Services (formerly OIT) in addition to departmental approvals. **Contact the help desk at x4130 if you have questions regarding this policy.**

Contact Information

Sandy Lejay

Accounts Payable Manager

Extension 4116 or slejay@laverne.edu

Lena Ramos

Senior Accounts Payable Associate

Extension 4112 or lramos@laverne.edu

Gabriela “Gabby” Rodarte

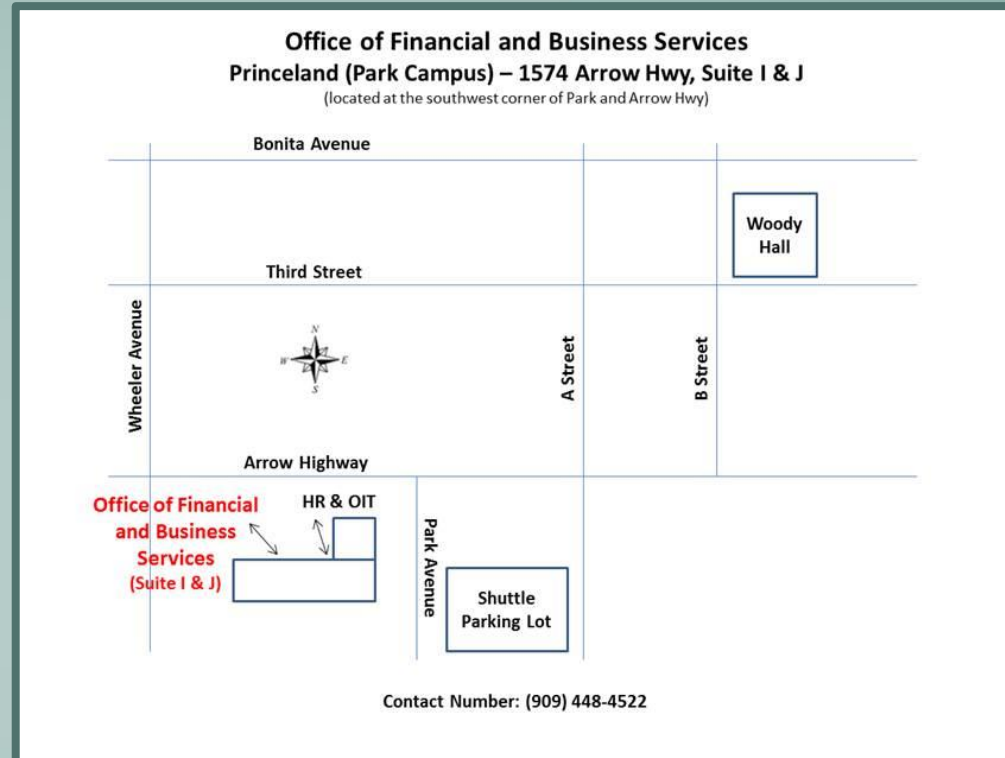
Accounts Payable Specialist

Extension 4111 or grodarte@laverne.edu

Location

Accounts Payable is located in the Office of Financial and Business Services at:

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



1574 Arrow Highway, Suite I
La Verne, CA 91750



OFFICE OF FINANCIAL AND BUSINESS SERVICES
ACCOUNTS PAYABLE