

## Limited Purchase Checks (LPCs)

Accounts Payable Production
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## Overview

- What is the LPC Program?
- Filling out LPC Agreements and Checks
- What is the Positive Pay system?
- What to submit to Accounts Payable
- Violations and Processing Fees

## What is the LPC program?

It is a procurement method that can *only* be used for payments to human research subjects and blood donors.



## LPC Characteristics

- Very convenient
- Highly negotiable so they must be kept in a secure location
- Restricted to payments less than \$1,000
- Must be entered into Positive Pay
- Additional information can be found in the LPC User's Guide



## The LPC Agreement

- Acknowledges that you have read the contents of the LPC User Guide and are aware of your responsibility in handling the checks
- Is how you order your checks



## The LPC Agreement

- Complete a new <u>Agreement</u> each time you order checks with a Positive Pay register of your previously issued checks
  - Submit via campus mail
  - Please allow for approximately five business days
  - The checks must be picked up by a person with a valid ID, an original agreement, and a register of your previously issued checks.
    - Note: Your first agreement/order will not require this register.



## Filling out the Agreement

- Section 1: Department Information
  - List address as it would appear on the check
- Section 2: LPC Custodian
  - The person in the department who has control over the check stock
- Section 3: Authorized Signatory
  - The person who is the PI, ORG Head, Account Executive, or Authorized Alternate on the default chartfield and whose name appears on the signature card
  - Default Chartfield must be an activity number.
- Section 4: AP Use
  - List amount of checks requested to be used within a six month period

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## Filling out the Check

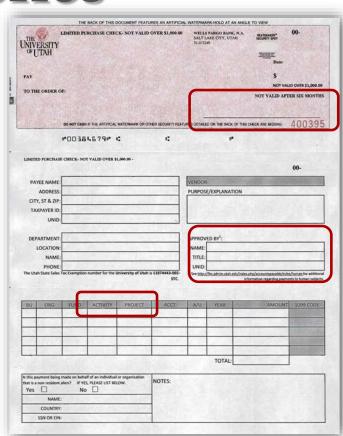
- Section 1: Check
- Section 2: Check Stub
  - Payee contact information & SSN / U ID #
  - Department/Custodian contact information
  - Purpose/explanation
  - "Approved by" the person who signed the check
  - Vendor and 1099 code are for AP use
- Section 3: Charge Information
  - List the chartfield(s) you wish to have charged
    - If you are paying for both the study/blood draw and mileage, separate the amounts into two separate chartfields
  - Foreign vendor/individual section
    - Should always be marked "NO" as these checks cannot be used to pay foreign individuals (individuals without a SSN) for services
- Make 2 copies for records

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**Authorized Signatories** 

- The original signature of the account executive, PI, department head, or other authorized representative.
- "Approved by" box of Section 2.
- Authorized as indicated on signature card to sign off on activity or project number listed in Section 3
- Been to a LPC training





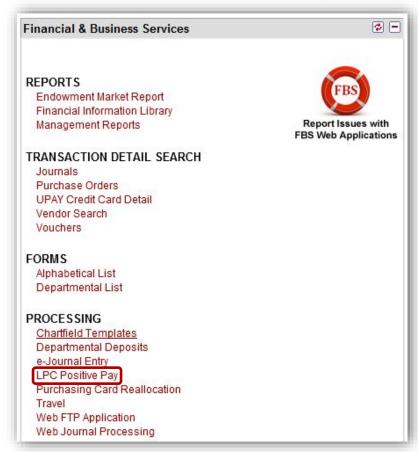
## What is Positive Pay?

- It is an online check register.
- Allows you to <u>maintain</u> checks, <u>void</u>
   previously entered checks, or <u>display</u>
   what you have entered
- Must be entered into before 6:00 PM the day a check is written.

## How do I access Positive Pay?

- Log-in to Campus Information Systems (CIS)
- Locate LPC

   Positive Pay under
   Financial &
   Business Services



Help



## FINANCIAL & BUSINESS SERVICES



:: search limited purchase checks ...

Today's Date: 03/14/2012

Limited F	urchase Checks	

Custodian: 00XXXXXX Check Range: 400000 to 400000

maintain checks void checks display checks

University Home Page

This page is maintained by Administrative Computing Services
Please send comments to webmaster@acs.utah.edu
Disclaimer Privacy Statement Legal Notices

## Maintain

- Enter checks that have not been previously issued
  - Check dates default to the current date but may be changed to
     6 months previous and up to a year in the future
  - Positive Pay dates need to match check dates
- Update, undo, or clear all information on a check that has not been reported to the bank
  - Information is reported to the bank on the same day after business hours
- Spoil checks
  - The bank has not received the file or the check is otherwise unusable



## Void

- For checks that have been reported/issued to the bank
- Checks older than six months cannot be voided in Positive Pay and are considered "stale"
  - Stale checks are no longer valid and need to go through the "stop payment" process.
    - Please provide a reason as to why the check has become stale.



## Stop Payments

- 1. Contact Accounts Payable to see if the check has been cashed.
- 2. If it hasn't been cashed, void it in Positive Pay, fill out a "Stop Payment Request"
- 3. You may proceed with re-issuing the check once you've been notified by Accounts Payable that the original check has been stopped.



## Display

- List checks that have been reported to the bank
- Can be used as your register when you request more checks



#### **Summary of Canceling an LPC**

	Gaiiiiiai	or carreening an Er c	
	Са	nceling a Check	
		Scenarios	
ò	Scenario 1	Scenario 2	Scenario 3
Status	Not Bank Issued *	Bank Issued *	Bank Issued *
Reason	Clerical Error Printer ate it	Payee returned check	Lost
reason	Spilled coffee	Realized that there is no need for payment after it has been bank issued	
Location of Check	Have check in hand	Have check in hand	Do not have check
Action in Submission to Accounts Payable	Mark "VOID" across check	Mark "VOID" across check	Fill out a "Stop Payment" form from AP website  Once a Stop Payment has been done, you may issue a new check.
Action in Positive Pay	In maintain section select "Spoil".	In void section select the correct check # to Void	Make the comment "Stopped".

A check which has been prepared and released to the vendor is a "Bank Issue". A check which has been written, but not released to the vendor is not a "Bank Issue".

## What to submit to Accounts Payable:

#### Please send in this order:

- A copy of the entire check check, check stub, and charge information
- Supporting documentation
  - Patient Reimbursement Form
  - Mileage Reimbursement Form
    - Odometer reading
    - MapQuest
  - Any original receipts or explanation of any other reimbursements
- A current and complete <u>IRS Form W-9</u>



# Patient Reimbursement Request

 Must include: Patient name, Date, and Compensation Amount



#### PATIENT REIMBURSEMENT REQUEST

Study Information	
Protocol#:	IRB#:
Study Coordinator Name:	Phone#:
U of U Chartfield:	
Patient Information (If this is the first payment to this patient, an IRS Form VI-9 is required.)	
Patient Full Name:	SSN:
Patient Full Address: (rickuste street address, cty, state, 2(p)	
Patient Study No.:	

		Compen-	Coord	Date		
Visit#	Visit Date	sation Amt	Initial	Submited	Check #	Patient's Signature



## Mileage Log

- Must include: Date, Origin, Destination, and Support
  - Odometer Reading
  - Mapquest or Alternate map print-out
- Purpose calculation rate
  - 2016 \$0.54
  - 2017 \$0.535

	Owner/Operator 1					72 102110 122111 0 1	MILEAGE
						Type of Reimbursement 2 (Circle One)	FUEL COST
	Start Date *						
		Tri	p Information				
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Has this person	completed the University's defensive driving	g course? Yes/No				Total Reimbursement *	
	http://web.utah.edu/risk_management						
<sup>4</sup> Cannot be more	rsement basis is allowed. Mileage and fu than sixty (60) days from date of reimburs	ement request.					
* Odometer readir	gs for beginning and ending mileages are dress and city (state if outside of Utah)	required for all fuel cost or mile	age reimbursemer	ts. The reimb	ursement will	be returned if the mileage cannot be determ	nined.
<sup>4</sup> All fuel purchase	s must be backed up by original receipts,	which are not required for miles	ge reimbursement	Note: Total	fuel purcha	ses cannot exceed mileage reimburseme	nt.
	bove as either "F" for fleet rate mileage or i available, but a private vehicle is used in		hen claiming mile	age ° reimbun	sement. The	fleet rate prevails in situations where a fleet	vehicle is



## IRS Form W-9

- Submit the first time (valid for 2 years from the signature date) or upon change of information
- Must include: Full Name, Address, SSN, Signature, Date
- Are required unless:
  - IRB Category 3 study
  - LPC is for non-withholding payment (i.e. mileage), in which a copy of the driver's license or other name verification is needed.

	January 201 1) ment of the Treasury Revenue Service	Identification Numb	or Taxpayer oer and Certific	eation	ree	ve Form to the quester. Do not nd to the IRS.
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	City, state, and ZIP or	nda.				
8	City, state, and ZIP of	oue.				
	List account number;	s) here (optional)				
Par	Tayre and	er Identification Number (TIN)				
Enter	your TIN in the appr	opriate box. The TIN provided must match the nar	me given on the "Name"	line Social security	number	
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## Violations & Processing Fees

- A \$12.00 processing fee will be charged to the default chartfield on the agreement for the following common violations:
  - INNR: check is cashed without appearing in positive pay
  - REG \$ DIFFER: information on the check is different from what is on positive pay
  - Accounts Payable does not receive documentation or information received is inaccurate (W9s, patient form, mileage log)
- Refer to the User's Guide for the complete list of violations



## Loss of Privileges

- Persistent improper use of the Limited Purchase Check will result in loss of privileges
  - 3 violations within a 90 day period
- Checks that are written for an amount greater than \$1,000.00 will result in immediate loss of privileges
- Once privileges have been revoked, they cannot be reinstated



## Returning your check stock

- Return with a note/memo explaining the reason:
  - No longer working at the University
  - Transferring custody over to another custodian
  - No longer need LPCs
  - Privileges have been revoked



## **Deadlines**

- Emails to be sent regarding:
  - Fiscal year-end
    - June/July
    - No violations, but informative if you want LPCs recorded in old year or new year
  - Calendar year-end
    - December
    - Charges issued for violations



## Summary

- These checks are your responsibility.
  - Keep them secure
  - Accurately record information
  - Submit LPC documentation to AP in a timely manner
- Refer to the LPC User's Guide



## **QUESTIONS?**

Email: Christina.attridge@admin.utah.edu

Phone: (801) 581-7340

Fax: (801) 585-6443

#### **Accounts Payable**

145 Park Building

Phone: (801) 581-6976

http://fbs.admin.utah.edu/accountspayable/

