

Procurement & Payment Summary

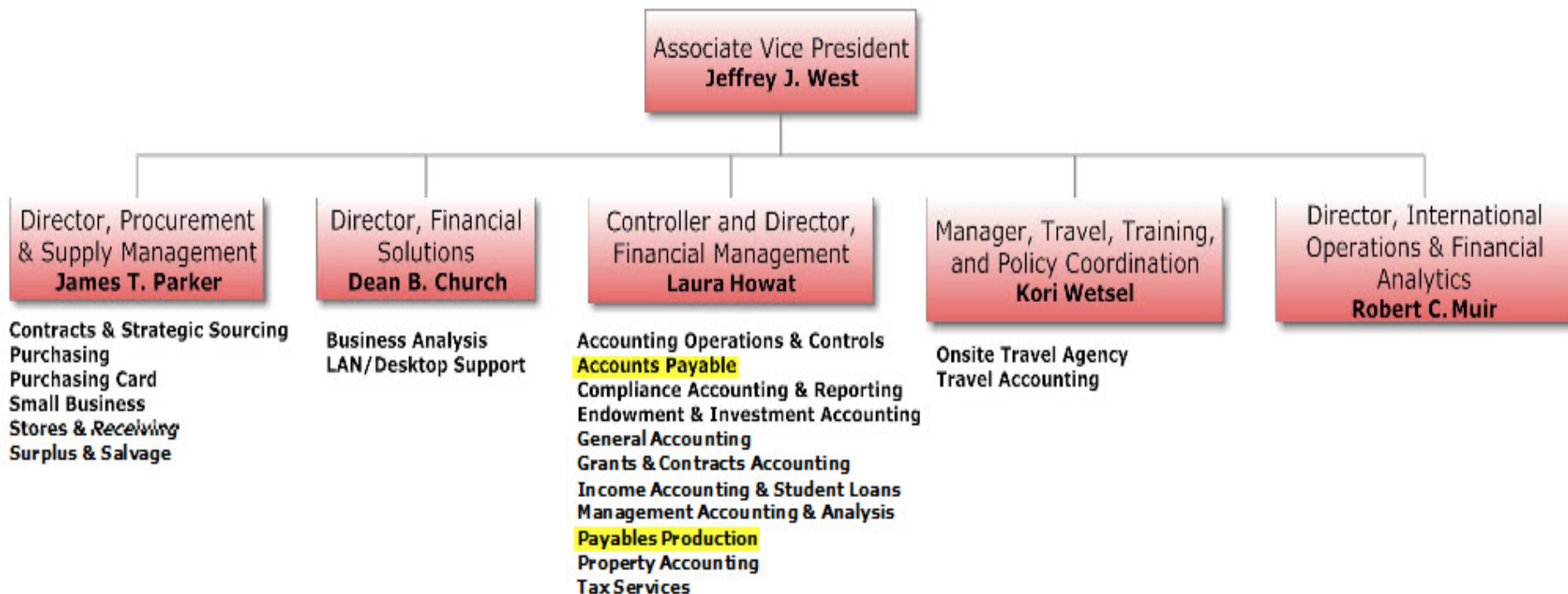
Accounts Payable

Perry H. Hull

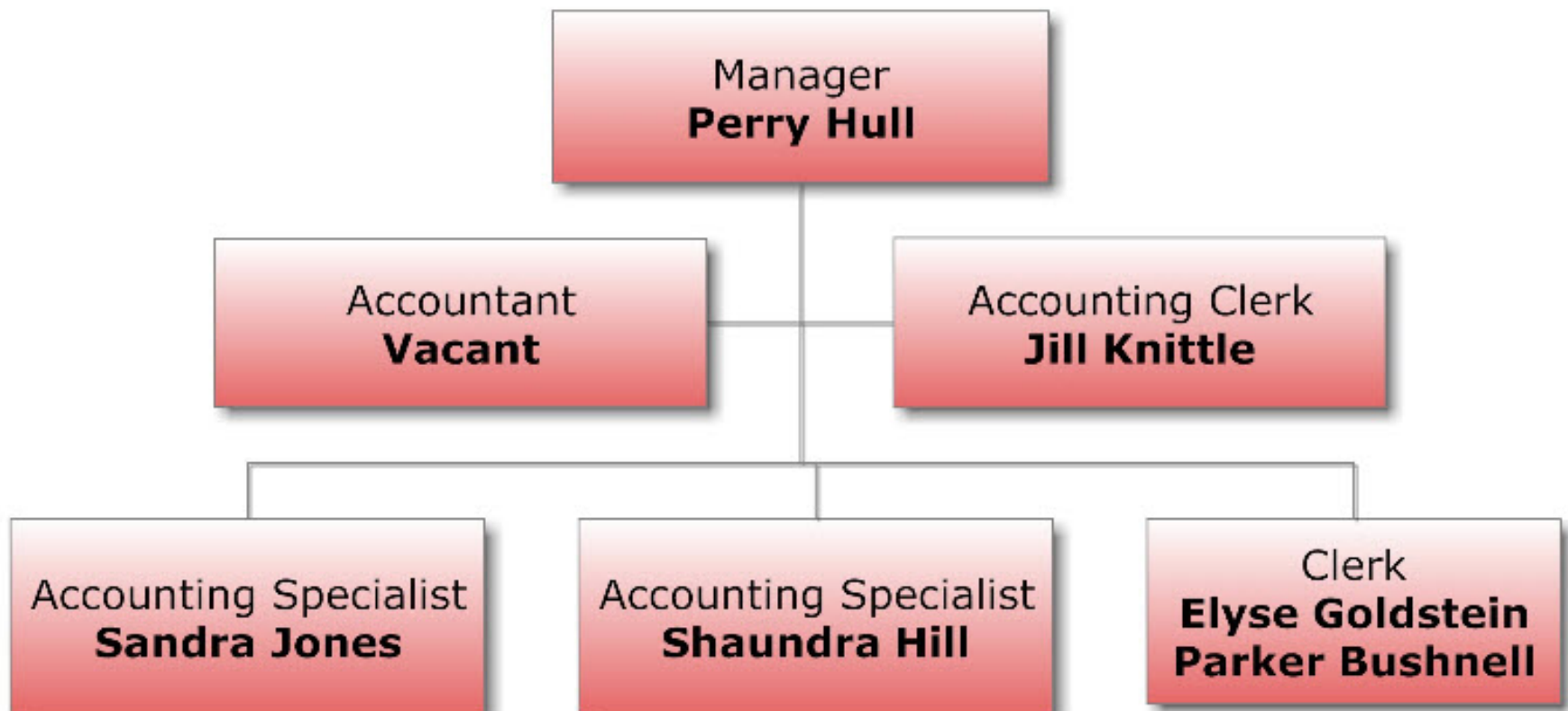
Agenda

- Accounts Payable: Who we are...what we do...
- Accounts Payable Reorganization
- AP Transaction Volume
- Expenditure Review
- Procurement & Payment Options
- Direct Deposit
- Expedited Processing
- Commitment to Communication
- Resources for You
- Questions or Feedback?

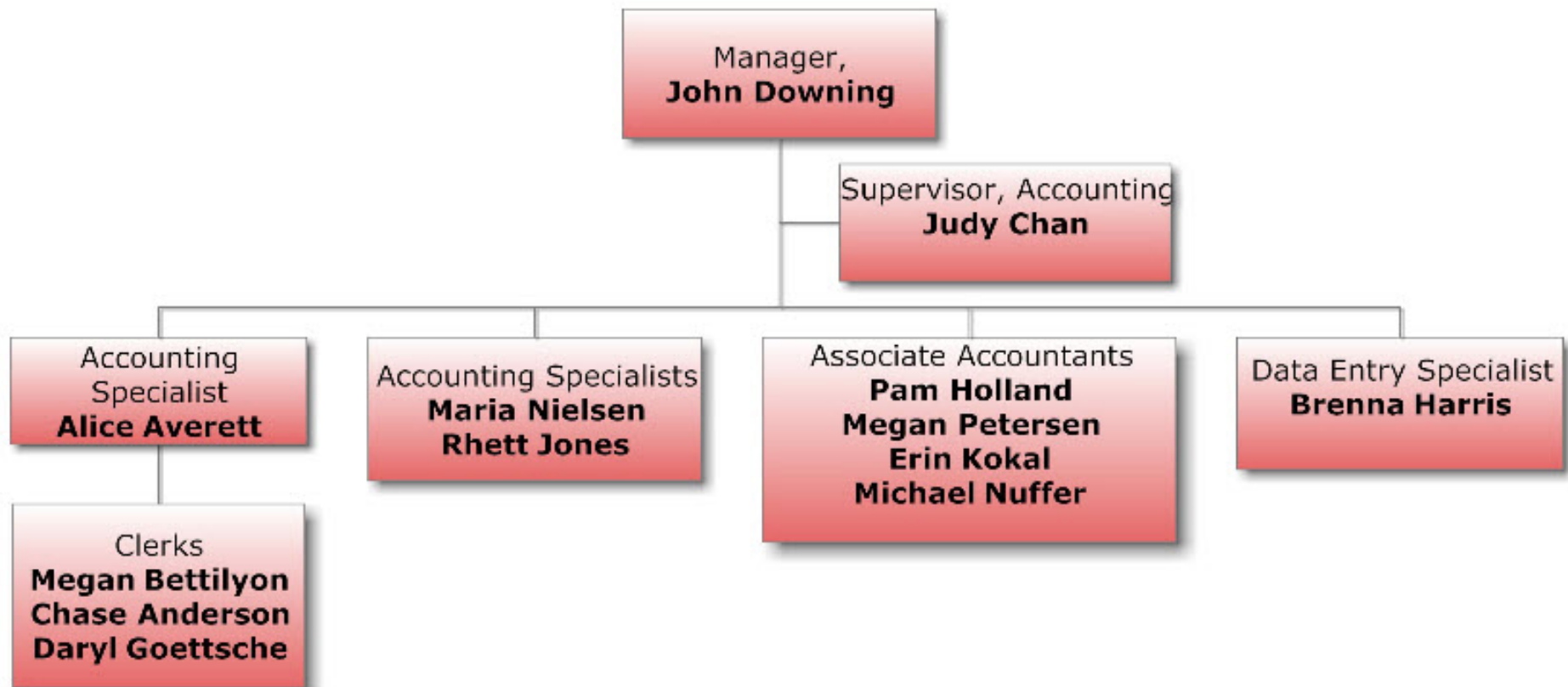
Financial & Business Services



Accounts Payable



Payables Production



Accounts Payable

- Receive, sort, and distribute all incoming documents
- Customer service
- Communications
- Expenditure review
- Process requests for expedited processing—Next Day or Same Day
- Training, management of the AP website content
- Data sampling and post-audit analysis
- 1099 reporting and review, calculation, and reporting of moving expense reimbursements
- Assist with policy development
- Check distribution

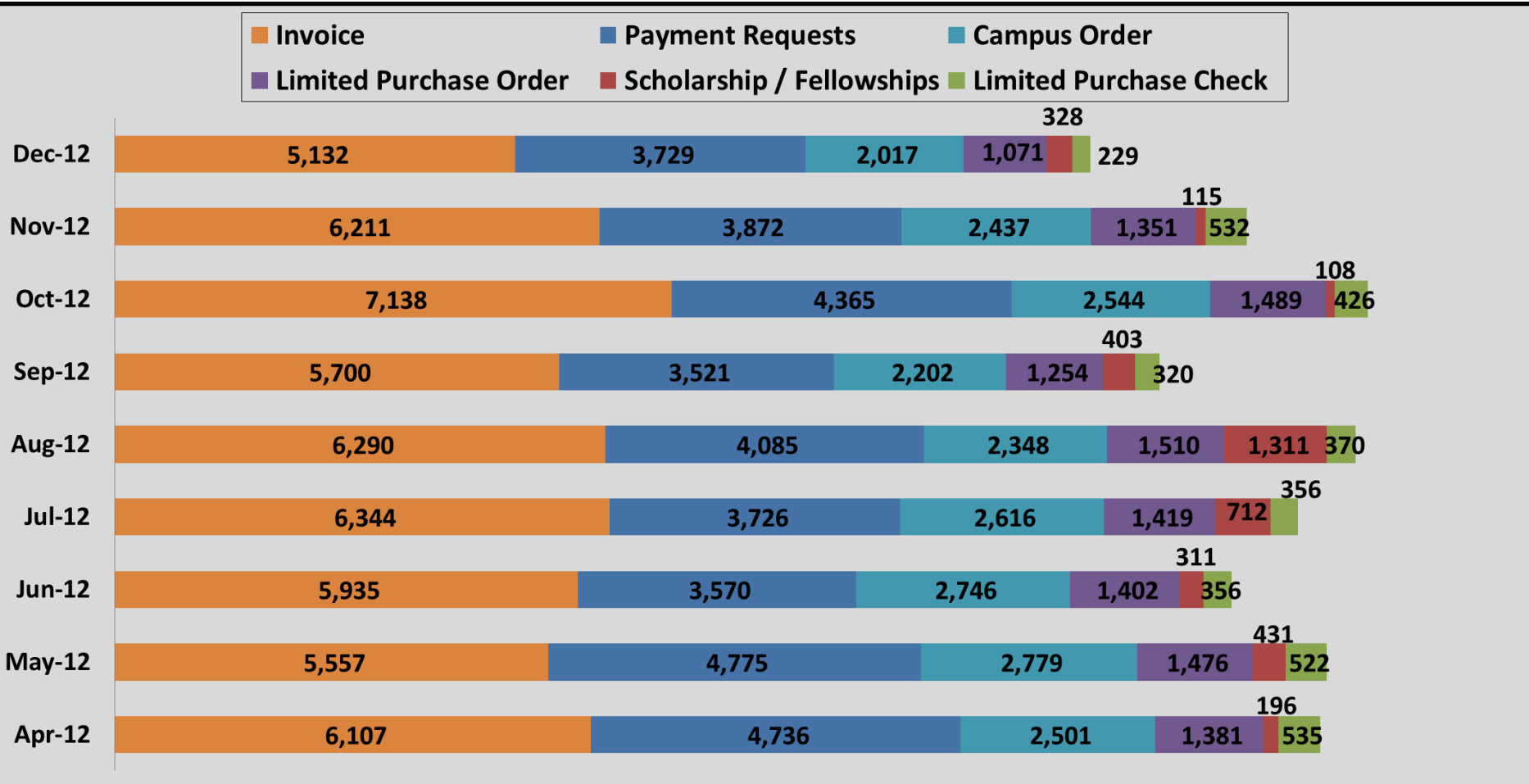
Payables Production

- Create, edit, and maintain vendor records
- Voucher Processing
- Payment Processing
- Fortis image scanning and maintenance
- Check and ACH Production
- Data entry of;
 - Payment Requests
 - Limited Purchase Orders
 - Limited Purchase Checks
 - Invoices paid against both LPO's and Purchase Orders
- Campus Order Processing

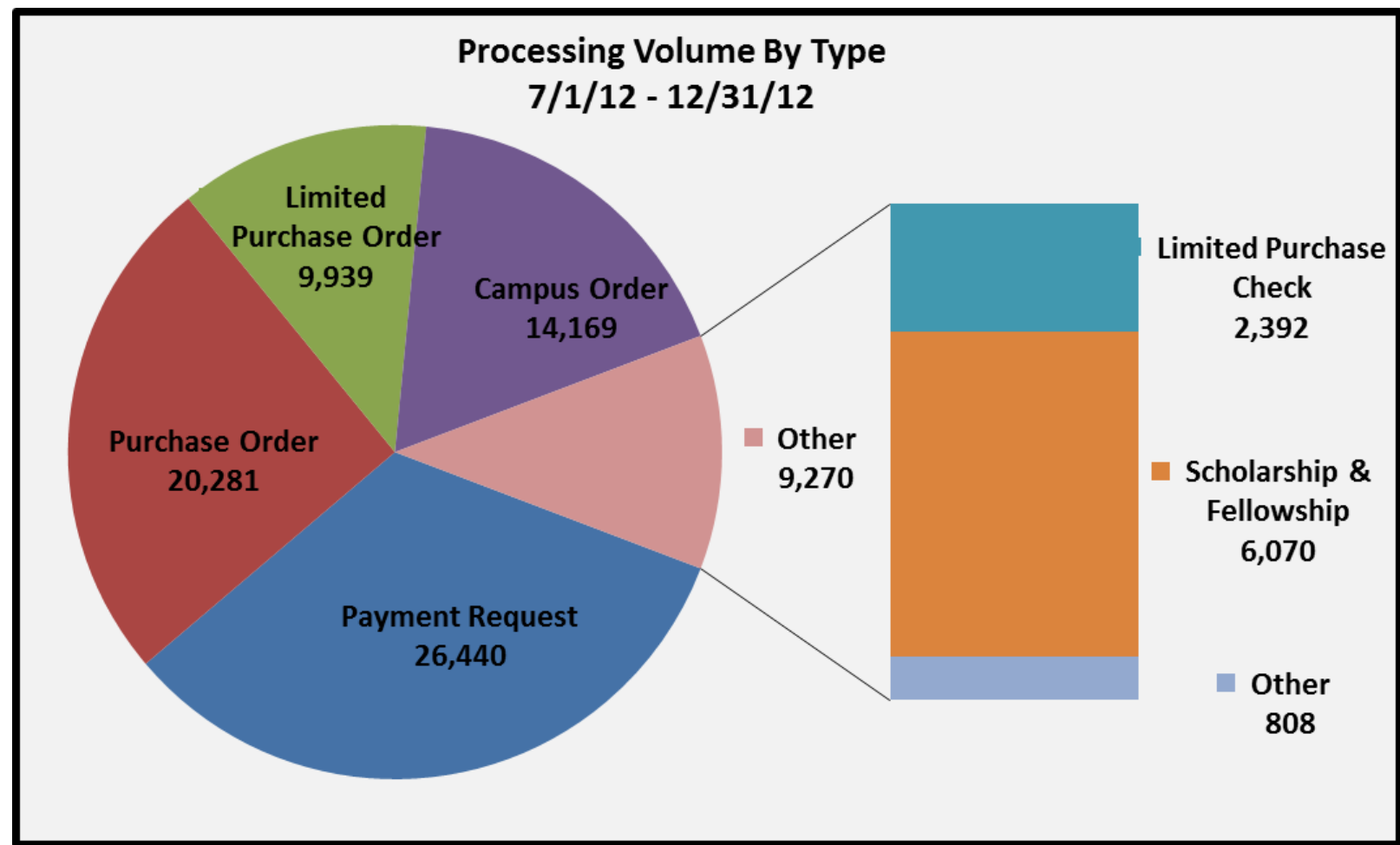
New AP team-what are the advantages?

- Emphasis on communications and collaboration
- Can assist you with selecting the most appropriate payment method
- Improved coordination with Purchasing
- Greater emphasis on departmental training and website content
- One group to apply a standard expenditure review methodology
- Data suggests reduced processing time
- Documents are ready-to-key for Payables Production team
- Allows the Payables Production staff to focus on accurate and timely processing

AP Transaction Volume

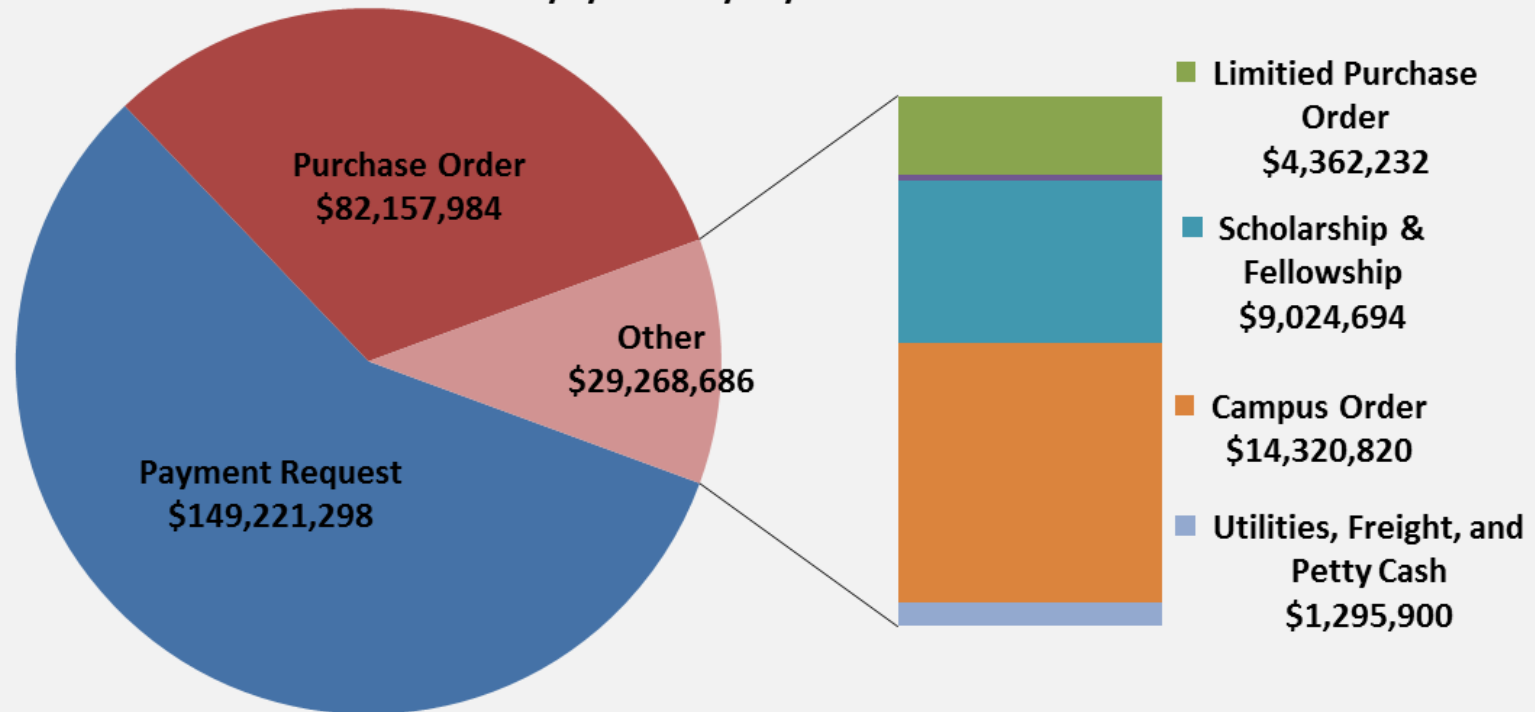


Accounts Payable Volume - Transactions

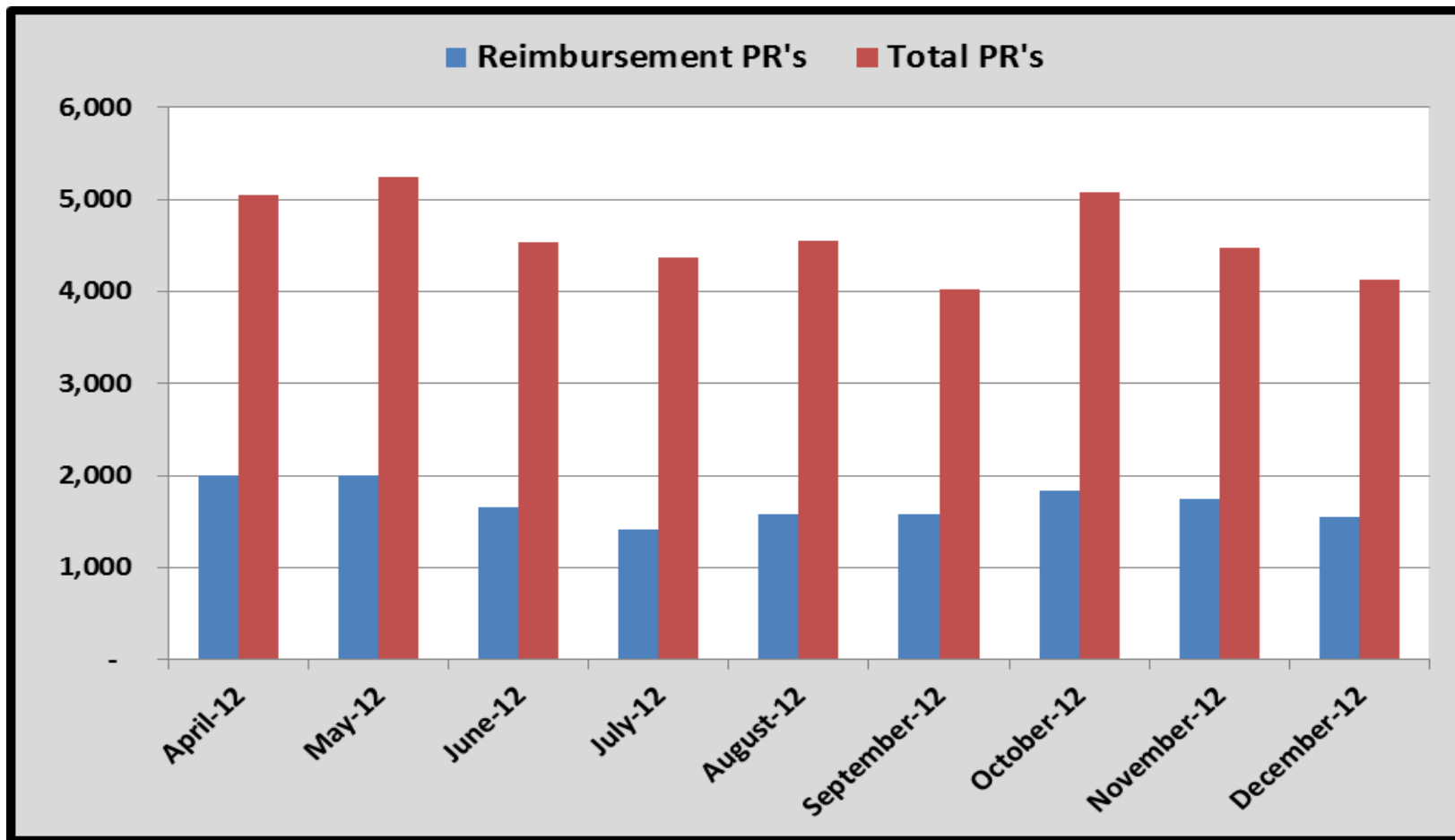


Accounts Payable Volume - Dollars

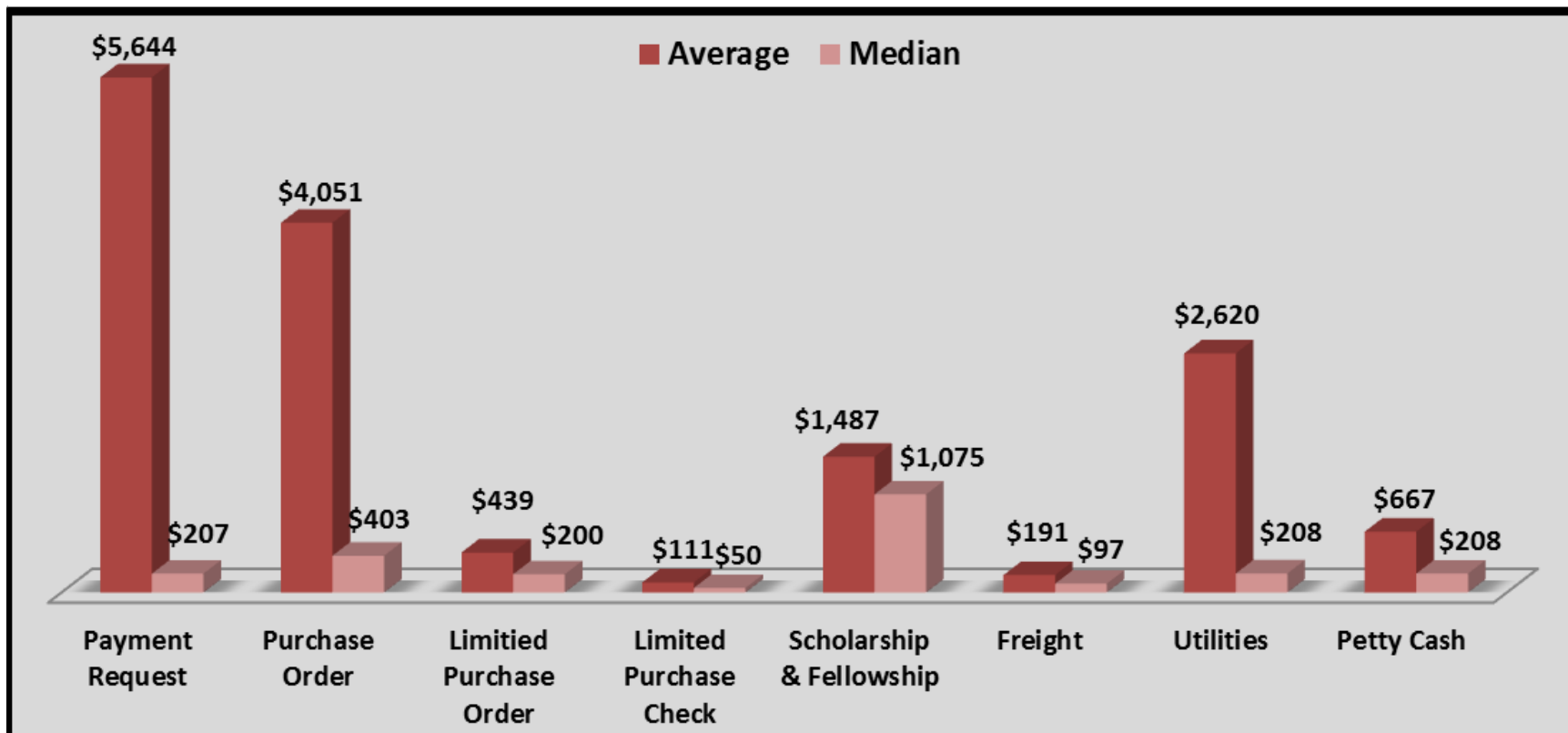
Processing Dollars By Type
7/1/12 - 12/31/12



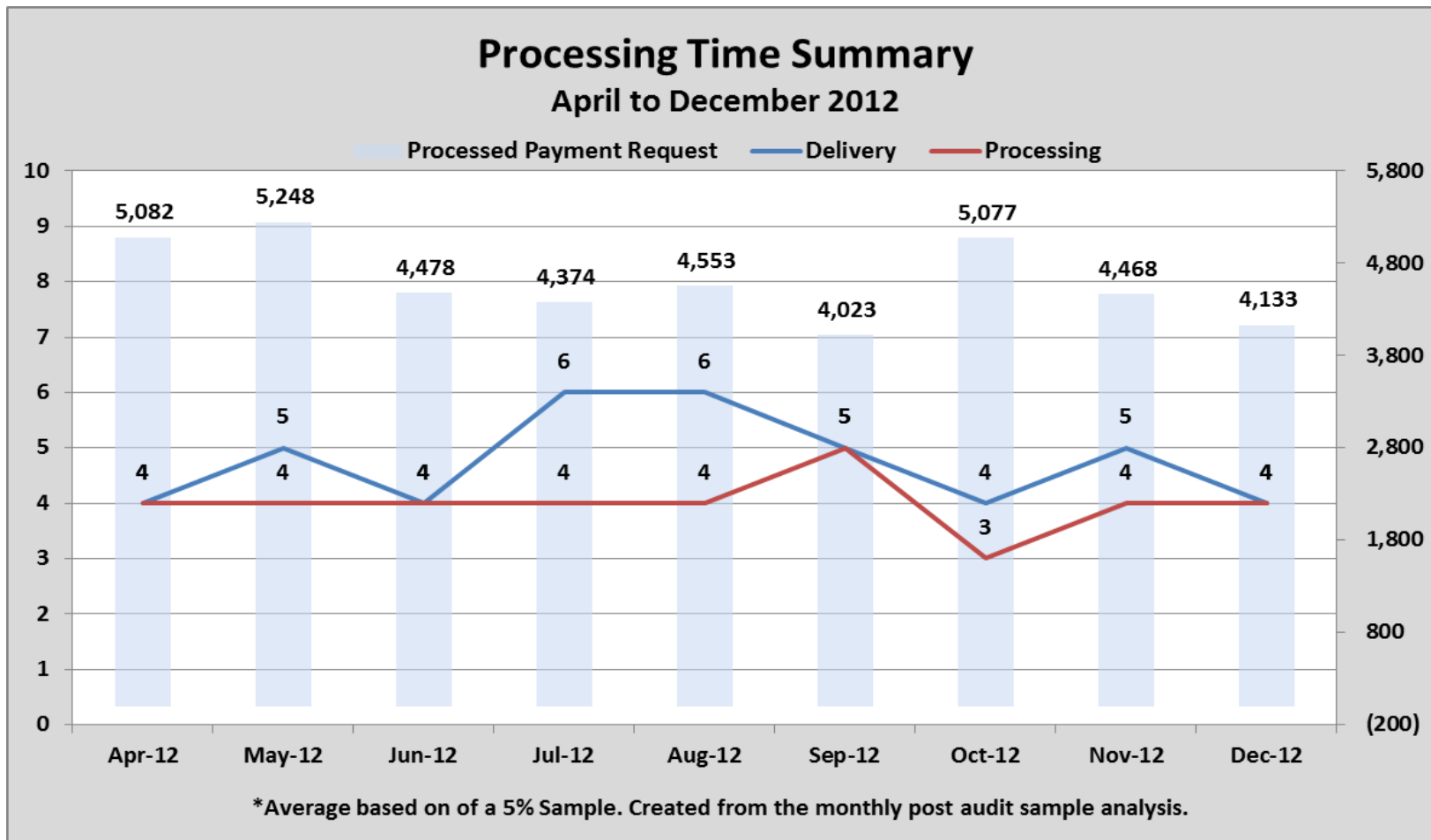
Payment Requests & Reimbursements



Transaction Average Dollars: July - Dec



Processing Time



“Expenditure Review”... what does this mean???

Review of submitted financial transactions to ensure compliance with University Policy and established Financial & Business Services guidelines and thresholds.

Financial Transaction Requirements

As per Policy 3-003: II. B, financial transactions must be;

1. Reasonable and necessary
2. Consistent with established University Regulations
3. Consistent with any applicable laws and government regulations
4. Consistent with sponsor or donor restrictions.

Expenditures that are solely for personal benefit or purposes other than those that benefit the university are prohibited.

Financial Transaction Requirements

- Supporting documentation matches the payment amount
- Appropriately authorized
- If a reimbursement, does supporting document provide evidence of original expense to the payee?
- If a direct payment, ensure that the invoice does not reference an existing Purchase Order, or a Pcard purchase already completed.

Examples of Actual Transactions

Insufficient Business Purpose

☐

Reimbursement for Sky Club membership

Note: Business meals, refreshments, or entertainment expenses must include the names of attendees (if less than 10) or name of group and number in attendance, a detailed description, and dates of the function.

☒ Check here if you wish to print the text below on the payment advice (maximum of 70 characters).

AMEX annual membership fee

Examples of Actual Transactions

Insufficient approvals...

APPROVALS

Payee Signature (for reimbursements)

I certify that these expenses were actual, necessary and reasonable, free of charge, previously reimbursed from any other source

Authorized Signers: An Account Executive/PI (or Authorized Alternate) with the responsibility to approve and commit University funds. Exceptions to University policy require approval by the Vice President.

Authorized Signatory on the above chartfields

Date

PAYMENT REQUEST NUMBER
PR-00587560
(this number will appear on Management Reports)

VENDOR NUMBER (IF KNOWN)

INVOICE NUMBER

INVOICE DATE

INVOICE AMOUNT
300.00

BILLING POLICY: Business or home addresses are required for consultants, independent contractors, & non-residents. Campus addresses are not allowed if the transaction is reportable under IRS guidelines.

PAYEE NAME
David [REDACTED]

TRADE NAME (IF APPLICABLE)

REMIT ADDRESS
3C127 SOM

CITY
Salt Lake City

STATE
UTAH

ZIP
84132

PAYEE ID NUMBER (EIN, SSN, TIN OR uNID) OR Foreign State & ID
u0034807

Is this payment being made to or on behalf of an individual?
Yes ☐ No ☒ If Yes, give country of residence:

If the non-resident information above is not complete,

Note: Business meals, refreshments, or entertainment expenses must include the names of attendees (if less than 10) or name of group and number in attendance, a detailed description, and dates of the function.

☐

Reimbursement for 2011 Dues
Heart Failure Society of America
David [REDACTED]

B	F	FUND	ACTIVITY	PROJECT	ACCOUNT	U/N	AMOUNT (\$)
01	00265	2000	01038		64600	1	300.00
						TOTAL	300.00

h field must be filled in to properly allocate the payment. If all fields are not properly filled out, this request will be returned, resulting in unnecessary delays.

Payee Signature (for reimbursements)

Type or Print Payee Name, Employee ID (uNID) and eMail Address
David [REDACTED] Chief, [REDACTED], u0034807,

I certify that these expenses were actual, necessary and reasonable and incurred for official business of the University and that no portion was free of charge, previously reimbursed from any other source, or will be paid from any other sources in the future.

Authorized Signers: An Account Executive/PI (or Authorized Alternate) with the responsibility to approve and commit University funds. Exceptions to University policy require approval by the appropriate Vice President.

Authorized Signatory on the above chartfields

Type or Print Signor's Name, Title, Employee ID (uNID) and eMail Address
[REDACTED] Administrative Manager, [REDACTED]

Date

Examples of Actual Transactions

Travel related...

☒ Check here if you wish to print the text below on the payment advice (maximum of 70 characters).

REIMBURSEMENT FOR **AIRFARE TO CHINA** FOR *employee*
 RE: CHINESE INITIATIVE - JUNE 20
 THROUGH JULY 1, 2012
 WILL REIMBURSE \$4430.90

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)
01	00028	1001	05406		60200	1	6,832.10
TOTAL							6,832.10

Each field must be filled in to properly allocate the payment. If all fields are not properly filled out, this request will be returned, resulting in unnecessary delays.

PREPARED BY / CONTROLLER: eMa
 DEPT: chri
 PHONE: 7-3

Examples of Actual Transactions

Purchasing review required...

PAYMENT REQUEST NUMBER PR-00614051 <small>(this number will appear on Management Reports)</small> VENDOR NUMBER (IF KNOWN)				PAYEE NAME Modern Exposition Services TRADE NAME (IF APPLICABLE)																																	
INVOICE NUMBER C482500002 INVOICE DATE SA INVOICE AMOUNT				PAYEE INFORMATION REMIT ADDRESS 424 S. 700 E. CITY Salt Lake City STATE UTAH ZIP 84102 PAYEE ID NUMBER (EIN, SSN, TIN OR UNID) OR Foreign State & Count																																	
BILLING POLICY: Business or home addresses are required for consultants, independent contractors, & noraria. Campus addresses are not allowed if the transaction is reportable under IRS guidelines.				Is this payment being made to or on behalf of an individual Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, give country of residence: If the non-resident information above is not complete, this																																	
Note: Business meals, refreshments, or entertainment expenses must include the names of attendees (if less than 10) or name of group and number in attendance, a detailed description, and dates of the function. <input checked="" type="checkbox"/> Payment for services for Pharmacy Polo event on June 25, 2011 per invoice #C482500002. W.9 emailed 8/10																																					
<table border="1"> <thead> <tr> <th></th> <th>PROJECT</th> <th>ACCOUNT</th> <th>A/U</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>00274</td> <td>6000</td> <td>18716</td> <td>66300 1 78,542.82</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4"></td> <td>TOTAL 78,542.82</td> </tr> </tbody> </table>									PROJECT	ACCOUNT	A/U	AMOUNT	01	00274	6000	18716	66300 1 78,542.82																				TOTAL 78,542.82
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01	00274	6000	18716	66300 1 78,542.82																																	
				TOTAL 78,542.82																																	
<small>Each field must be filled in to properly allocate the payment. If all fields are not properly filled out, this request will be returned, resulting in unnecessary delays.</small>																																					

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Examples of Actual Transactions

*Purchasing
review required...*



Reimbursement for lab equipment.

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)
01	00901	6000	18966		61000	1	34,212.00
01	00901	6000	18966		61400	1	5,135.85
01	00901	6000	18966		62400		471.50
TOTAL							39,819.85

h field must be filled in to properly allocate the payment. If all fields are not
perly filled out, this request will be returned, resulting in unnecessary delays.



Reimbursement for lab equipment.

HPLC System

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)
01	00901	6000	18966		61000	1	11,250.00
TOTAL							11,250.00

ch field must be filled in to properly allocate the payment. If all fields are not
perly filled out, this request will be returned, resulting in unnecessary delays.

Examples of Actual Transactions

***Purchasing
review required..***

PAYMENT REQUEST NUMBER PR-00672771								PAYEE NAME Parvo Medics, Inc.							
(this number will appear on Management Reports)								TRADE NAME (IF APPLICABLE) 8152 South 1715 East							
VENDOR NUMBER (IF KNOWN)								REMIT ADDRESS							
INVOICE NUMBER								CITY Sandy							
INVOICE DATE								STATE UTAH							
INVOICE AMOUNT								ZIP 84093 993 4093							
								PAYEE ID NUMBER (EIN, SSN, TIN OR UNID) OR Foreign State & County							
MAILING POLICY: Business or home addresses are required for consultants, independent contractors, & honoraria. Campus addresses are not allowed if the transaction is reportable under IRS guidelines.								Is this payment being made to or on behalf of an individual?							
								Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, give country of residence:							
								If the non-resident information above is not complete, this is not complete, this is not complete, this is not complete, this is not complete.							
PURPOSE / EXPLANATION Note: Business meals, refreshments, or entertainment expenses must include the names of attendees (if less than 10) or name of group and number in attendance, a detailed description, and dates of the function. <input type="checkbox"/> ParvoMedics TrueOne 2400 Metabolic Measurement System Invoice 58706 attached Also attached Sole Source Justification for Metabolic Measurement System								PREPARER / CONTACT Name(s) (if function) Joye eMail joye@parvomedics.com Department Pharmacy Phone 801-...		PREPARER / CONTACT Name(s) (if function) Joye eMail joye@parvomedics.com Department Pharmacy Phone 581-...		PREPARER / CONTACT Name(s) (if function) Joye eMail joye@parvomedics.com Department Pharmacy Phone 581-...			
CHARTFIELD	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)	AMOUNT (\$)	AMOUNT (\$)					
	01	00212	5000		59003185	62600		2,500.00	4,574.00	4,000.00					
TOTAL								2,500.00	4,574.00	4,000.00					
CHARTFIELD															
TOTAL								2,500.00	2,000.00	8,000.00					

Examples of Actual Transactions

Reimbursement???

PAYMENT REQUEST NUMBER PR-00665250		PAYER NAME Amanda		PAYMENT IS FOR Reimbursement	
<i>(this number will appear on Management Reports)</i> VENDOR NUMBER (IF KNOWN)		TRADE NAME (IF APPLICABLE) <i>Employee.</i> <i>Grad teaching assistant</i>		IF SERVICES, LIST TYPE:	
INVOICE NUMBER		REMIT ADDRESS 201 SB		VENDOR TYPE Employee	
INVOICE DATE		CITY Campus		DATES OF SERVICE	
INVOICE AMOUNT		STATE UTAH		CHECK BOX IF WORK PERFORMED OUTSIDE HANDLING Campus Mail	
		ZIP		Check this box if you want to receive payment on a separate check	
		PAYEE ID NUMBER (EIN, SSN, TIN OR uNID) OR Foreign State & Country			
MAILING POLICY: Business or home addresses are required for consultants, independent contractors, & honoraria. Campus addresses are not allowed if the transaction is reportable under IRS guidelines.		Is this payment being made to or on behalf of an individual or organization that is a non resident? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, give country of residence: If the non-resident information above is not complete, this request will be returned-unpaid.			

PURPOSE/EXPLANATION	Note: Business meals, refreshments, or entertainment expenses must include the names of attendees (if less than 10) or name of group and number in attendance, a detailed description, and dates of the function.
<input type="checkbox"/> Reimburse costs for Indonesia research <i>More documentation?</i>	<i>Forwarded - Cost - payroll</i> <i>Travel Paid by Amanda</i>

CHARTFIELD	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)	1099 CODE
	01	00116	2500	07337		62600		4,500.00	
TOTAL								4,500.00	

Each field must be filled in to properly allocate the payment. If all fields are not properly filled out, this request will be returned, resulting in unnecessary delays.

2012 JUL 11 AM

Reimbursement???

My graduate student, Amanda [REDACTED], is preparing for her field season in Indonesia and needs to transfer money for her stay at the field camp and for the annual cost of a field assistant and the supplies for remote acoustic sensing. I will help her out with the finances by covering a part of her costs (i.e. the field assistant and supply costs for the remote acoustic sensing units).

Could you please request a check to be covered by my setup account and made out to Amanda [REDACTED] for the sum of \$ 4,500.-- to cover these costs.

New Regulations Governing Expenditures & Reimbursements

- **Policy 3-010**
Expenditure of University Funds
& Personal Reimbursements
- **Rule 3-010A**
Expenditure and Reimbursement Requirements

Objectives of the New Regulations

- Support best practices expenditure behavior
- Defines a University business expense and defines the standards for expenditures, including personal reimbursements.
- Ensures that expenditures further the mission of the University and are necessary, reasonable, prudent, appropriate, and transparent.
- Creates a basic framework for processing of expenditure transactions.
- Reduce the large volume of personal reimbursements, which are highly inefficient.

What's Wrong With Reimbursements?

- Inefficient for both campus departments and central administration.
- Financial burden for the individual while they wait for their reimbursement.
- University generally exempt from Sales Tax, which is nearly always present on these transactions, resulting in waste.
- Doesn't take advantage of negotiated State of Utah or University contracts.
- Often results in a paper check, compounding the inefficiency.

Reimbursement Examples

DOCUMENT CONTROL NUMBER (ACCOUNTS PAYABLE USE ONLY)		PAYMENT REQUEST		THE UNIVERSITY OF UTAH™				
Do NOT FILL IN SHADED AREAS.		ACCOUNTS PAYABLE DEPARTMENT 201 S. PRESIDENT'S CIR, RM 145 (Campus Loc: Park/145) SALT LAKE CITY, UT 84112-9003 (Phone: 801/581-6976)						
PAYMENT REQUEST NUMBER PR-711066 <small>(this number will appear on Management Reports)</small>		PAYEE NAME [REDACTED]		PAYMENT IS FOR Reimbursement				
VENDOR NUMBER (IF KNOWN)		TRADE NAME (IF APPLICABLE)		IF SERVICES, LIST TYPE:				
INVOICE NUMBER		VENDOR TYPE Student		DATES OF SERVICE				
INVOICE DATE		CHECK BOX IF WORK PERFORMED OUTSIDE U.S.		HANDLING US Mail				
INVOICE AMOUNT		Check this box if you want to make this payment on a separate check		Is this payment being made to or on behalf of an individual or organization that is a non resident alien? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, give country of residence:				
MAILING POLICY: Business or home addresses are required for consultants, independent contractors, & honoraria. Campus addresses are not allowed if the transaction is reportable under IRS guidelines.		If the non-resident information above is not complete, this request will be returned-unpaid.						
PURPOSE/EXPLANATION <input checked="" type="checkbox"/> Check here if you wish to print the text below on the payment advice (maximum of 70 characters). Reimbursement for deposit on Post Theater for all-school roast on 4/25/13 CC - GUEST HOUSE		PREPARED BY / CONTACT [REDACTED]		RECEIVED ACCOUNTS PAYABLE 2013 MAY -9 PM				
BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)	1099 CODE
							100.00	X
TOTAL							100.00	



Page No. 1

Guest Name:


Room #: GROUP
Folio #: R09CFB - 1
Group #: 2505
Guests: 0
Clerk:


Arrive: 04/25/13 Time: 05:16 AM Depart: 04/30/13 Time: 05:04:13 Status: FOL

Date	Description	Reference	Comment	Charges	Credits
02/21/2013	DEP VISA	deposit	*****4971	\$0.00	(\$100.00)
04/30/2013	EVENTS MISC TAXABLE	BEO 1-12894	EVENTS CLEANING FEE	\$50.00	\$0.00
04/30/2013	EVENTS AV	BEO 1-12894	EVENTS AV	\$145.00	\$0.00
04/30/2013	EVENTS ROOM RENTAL	BEO 1-12894	EVENTS ROOM RENTAL	\$200.00	\$0.00
04/30/2013	EVENTS SERVICE CHARGE	BEO 1-12894	EVENTS SERVICE CHARGE	\$24.65	\$0.00
04/30/2013	CAMPUS ORDER	CO-00944106	Final Payment CO-00944106 KZC	\$0.00	(\$319.65)

Folio Balance: \$0.00

Reimbursement Examples

DOCUMENT CONTROL NUMBER (ACCOUNTS PAYABLE USE ONLY)		PAYMENT REQUEST		 THE UNIVERSITY OF UTAH™																																																							
Do NOT FILL IN SHADED AREAS.		ACCOUNTS PAYABLE DEPARTMENT 201 S. PRESIDENT'S CIR, RM 145 (Campus Loc: Park/145) SALT LAKE CITY, UT 84112-9003 (Phone: 801/581-6976)																																																									
PAYMENT INFORMATION PAYMENT REQUEST NUMBER <div style="font-size: 1.2em; font-weight: bold;">PR-00711177</div> <small>(this number will appear on Management Reports)</small> VENDOR NUMBER (IF KNOWN) INVOICE NUMBER INVOICE DATE INVOICE AMOUNT <div style="font-size: 1.2em; font-weight: bold;">52.39</div>	PAYEE INFORMATION PAYEE NAME PAYEE ADDRESS PAYEE CITY/STATE/ZIP PAYEE PHONE PAYEE FAX PAYEE EMAIL	PAYMENT IS FOR Reimbursement IF SERVICES, LIST TYPE: VENDOR TYPE Employee DATES OF SERVICE CHECK BOX IF WORK PERFORMED OUTSIDE U.S. <input type="checkbox"/> HANDLING US Mail Check this box if you want to make this payment on a separate check <input type="checkbox"/>																																																									
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CHARTFIELD <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>BU</th> <th>ORG</th> <th>FUND</th> <th>ACTIVITY</th> <th>PROJECT</th> <th>ACCOUNT</th> <th>A/U</th> <th>AMOUNT (\$)</th> <th>1099 CODE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>52.36</td> <td>X</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7" style="text-align: right;">TOTAL</td> <td>52.36</td> <td></td> </tr> </tbody> </table>	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)	1099 CODE								52.36	X																												TOTAL							52.36		Each field must be filled in to properly allocate the payment. If all fields are not properly filled out, this request will be returned, resulting in unnecessary delays.				
BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)	1099 CODE																																																			
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TOTAL							52.36																																																				



CAMPUS STORE
 THE UNIVERSITY OF UTAH
 AND
 UTAH RED ZONE STORES

LAYTON 801-544-6577 SANDY 801-523-9173
 MAIN CAMPUS STORE 801-581-7943

University Campus Store
 270 South 1500 East
 Salt Lake City, UT 841120670
 801-581-6326

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STORE: 00001 REG: 137 TRAN#: 9581
 CASHIER: ESTHER O

APPLE MIGHTY MOUSE
 2670801 T
 (\$ 49.00) 49.00

Subtotal 49.00
 Sales Tax (06.850%) 3.36
TOTAL **52.36**

MASTERCARD
 Card#: XXXXXXXXXXXX1666
 Expiry: XX/XX
 Auth Code: 00728B
 Entry Method: Swiped

RECEIVED
 ACCOUNTS PAY
 2013 MAY -9 PM 1

Reimbursement Examples

DOCUMENT CONTROL NUMBER (ACCOUNTS PAYABLE USE ONLY)		PAYMENT REQUEST		 THE UNIVERSITY OF UTAH™																																																							
Do NOT fill in shaded areas.		ACCOUNTS PAYABLE DEPARTMENT 201 S. PRESIDENT'S CIR, RM 145 (Campus Loc: Park/145) SALT LAKE CITY, UT 84112-9003 (Phone: 801/581-6976)																																																									
PAYMENT INFORMATION PAYMENT REQUEST NUMBER PR-00710888 <small>(this number will appear on Management Reports)</small> VENDOR NUMBER (IF KNOWN)		PAYEE INFORMATION PAYEE NAME [Redacted]		PAYMENT IS FOR Reimbursement IF SERVICES, LIST TYPE:																																																							
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INVOICE DATE		DATES OF SERVICE		<input type="checkbox"/> CHECK BOX IF WORK PERFORMED OUTSIDE U.S.																																																							
INVOICE AMOUNT		HANDLING		Campus Mail																																																							
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		If the non-resident information above is not complete, this request will be returned-unpaid.																																																									
PURPOSE/EXPLANATION Note: Business meals, refreshments, or entertainment expenses must include the names of attendees (if less than 10) or name of group and number in attendance, a detailed description, and dates of the function. <input checked="" type="checkbox"/> Check here if you wish to print the text below on the payment advice (maximum of 70 characters). SAS Software		PREPARED / CONTACT [Redacted]																																																									
<table border="1"> <thead> <tr> <th>BU</th> <th>ORG</th> <th>FUND</th> <th>ACTIVITY</th> <th>PROJECT</th> <th>ACCOUNT</th> <th>A/U</th> <th>AMOUNT (\$)</th> <th>1099 CODE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>79.00</td> <td>X</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7">TOTAL</td> <td>79.00</td> <td></td> </tr> </tbody> </table>		BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT (\$)	1099 CODE								79.00	X																												TOTAL							79.00					
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TOTAL							79.00																																																				

Each field must be filled in to properly allocate the payment. If all fields are not properly filled out, this request will be returned, resulting in unnecessary delays.

University Information Technology
SOFTWARE LICENSING
 THE UNIVERSITY OF UTAH

Your Receipt

Print this receipt for your records.

Please note: Refunds & Returns are subject to a 15% processing fee.

Order #:	12412559			
Order Name:				
Date:	04/29/2013			
Name/Id:				
Payment Method:	Credit Card			
Credit Card Confirmation #:	121001380134			
Qty	Price Each	Tax:	Delivered/Picked Up	Item Sub-total
1	\$79.00	\$0.00	Not Yet	\$79.00
Student - SAS EAS - v.2013 - Windows - No Media - Single User - annual license (01/01/2013 - 12/31/2013)				
Serial Number(s): OSL will send the new files when they arrive. You will also be able to retrieve them for your Order History (or department orders if you are a department user.)				
Serial Number File: - Download Now				
Subtotal:	\$79.00			
Tax:	\$0.00			
Shipping:	\$0.00			
Total:	\$79.00			
Order Comments:				

2013 MAY -9 PM 12:19
 RECEIVED
 ACCOUNTS PAYABLE

FINANCIAL & BUSINESS SERVICES

RECEIVED
ACCOUNTS PA
2013 MAY -8 AM

Policy 3-010

Expenditure of University Funds & Personal Reimbursements

- Binding for ***all*** University colleges, departments, and units, including University Hospitals & Clinics.
- ***All University Funds are included***, and are defined as those which are “administered or held by the University.” This may include;
 - Departmental operating funds
 - Clinical income
 - Gifts
 - ***Any other funds*** for which the University is accountable, including monies from federal contracts and grants.

Policy 3-010

Expenditure of University Funds & Personal Reimbursements

- ***Emphasis on preferred procurement methods*** and utilization of negotiated contracts, and the least costly expenditure outlay to the University.
- ***Discourages the use of individual's personal funds*** as a procurement method.
- ***Discourages the payment of sales tax*** by the University.
- ***Prohibits*** use of personal funds to purchase on behalf of the University ***in combination with*** use of the University's Sales Tax Exemption certificate.

Policy 3-010

Expenditure of University Funds & Personal Reimbursements



UTAH STATE AND LOCAL GOVERNMENTS AND PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

Sales Tax License No. 11874443-002-STC

I certify the tangible personal property or services purchased are to be paid directly with funds from the entity noted on this form and will be used in the exercise of that entity's essential functions. For construction materials, if the purchaser is a Utah state or local government, these construction materials will be installed or converted into real property by employees of this government entity.

"Directly" does not include per diem, entity advances, or government reimbursements for employee credit card purchases.

CAUTION: This exemption does not apply to government or educational entities of other states.

Policy 3-010

Expenditure of University Funds & Personal Reimbursements

- Establishes a minimum amount, currently \$25, under which a ***departmental petty cash fund*** should be used.
- Establishes a maximum amount, ***currently \$1,000***, above which additional approval is required, in addition to an explanation why preferred procurement methods were not used.
- If an individual makes a purchase which violates University procurement policies, and then seeks reimbursement, it is ***possible that reimbursement will not be processed***.

Rule 3-010A

Expenditure and Reimbursement Requirements

- Establishes the following *minimum* documentation requirements;
 - Description of item or services purchased
 - Date of invoice or date of purchase
 - Amount
 - Adequate description of business purpose
 - Appropriate invoice or receipts
 - Appropriate accounting distribution
 - Necessary approvals

Rule 3-010A

Expenditure and Reimbursement Requirements

- Combining the use of personal funds with the use of the University Sales Tax exemption certificate is a violation of state law.
- If documentation suggests misuse of this certificate, the reimbursement will require a letter of justification, including approval of the cognizant Vice President.
- Reimbursement requests will ***not be eligible for expedited processing*** (Next Day or Same Day) without department Director or Chair approval.

Procurement & Payment Options

Make The Right Choice

- Attend the Procurement Basics Class offered by Purchasing
- Properly use the following methods to make payments;
 - Limited Purchase Order
 - Limited Purchase Check
 - Payment Request
- Prepare these procurement documents completely so expenditure review by Accounts Payable is expedited.
- Ask Us when you have a question!

Procurement & Payment Options

Make The Right Choice

- Policy
 - Familiarize yourself with Policy 3-191: Small Purchases and Expedited Procurement
- Become familiar with these procurement and payment options;
 - Procurement Card
 - Blanket Purchase Order
 - General Purchase Order
 - Limited Purchase Order
 - Limited Purchase Check
 - Payment Request
 - Petty Cash

administered by *Purchasing*

administered by *Accounts Payable*

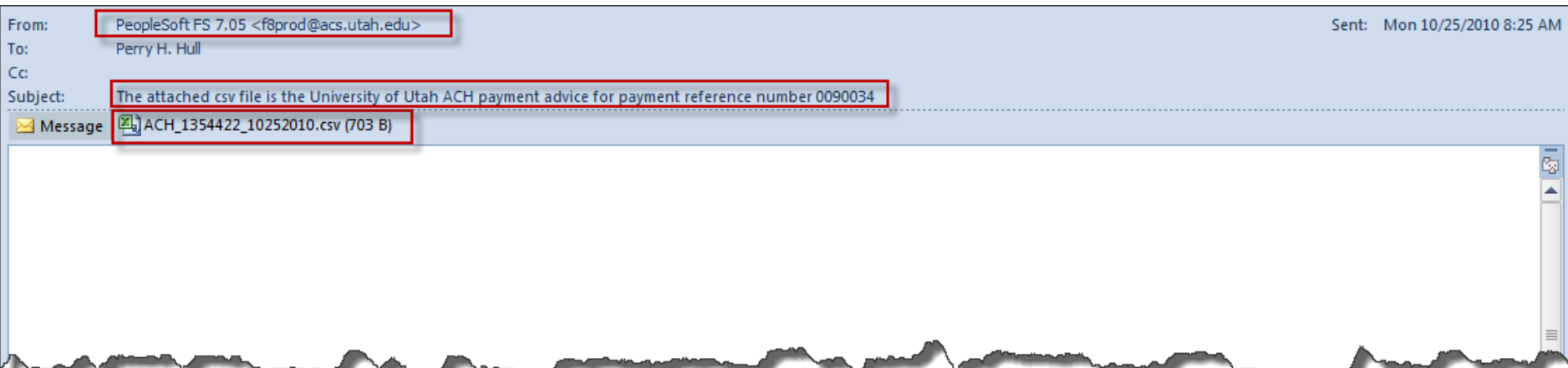
administered by *General Accounting*

Direct Deposit (ACH)

- Payments can be made by Direct Deposit rather than by check.
- Direct Deposit is available for all vendors who are in the Accounts Payable Vendor Master table.
- There are no checks or paper advices for this distribution. The payment will be deposited directly to the payee's checking or savings account and an email containing the payment advice will be sent to the payee.
- Once the vendor or student is set up under this payment method, they must notify Accounts Payable in writing if they wish to change the account information or to opt out.
- A Stop Payment can be made on a Direct Deposit payment if Accounts Payable is notified within five working days of the date of payment.

Direct Deposit (ACH)

- Payee receives an email to notify them of the pending payment...



- Direct Deposit Links on the AP Website
 - [General Discussion and FAQ](#)
 - [Direct Deposit Authorization Form](#)

Procurement & Payment Options

- **Procurement Card**

- Preferred for small dollar (<5,000)
- Widely accepted by merchants
- Minimal paperwork
- Very efficient reallocation of transactions
- Excellent controls
- Some restrictions apply
- Currently nearly 2,000 cardholders, representing 420 different campus departments
- Average of 17,000 transactions per month
- Learn more at; <http://fbs.admin.utah.edu/pcard/>

Procurement & Payment Options

- **Blanket Purchase Order**
 - For frequent small dollar (<5,000) purchases
 - Can be created anytime during the year
 - Very convenient
 - Paid through Accounts Payable, on invoice
 - Allows for multiple chartfield distributions
 - Purchasing distributes proof requisitions each Spring for Blanket Orders which expire June 30

Procurement & Payment Options

- **General Purchase Order**

- Purchases expected to be >\$5,000
- Initiated with a Requisition
- Can be created anytime during the year
- Paid through Accounts Payable, on invoice
- Allows for multiple chartfield distributions
- All restricted items must use a Requisition
- Learn more at; <http://fbs.admin.utah.edu/purchasing/>

Procurement & Payment Options

- **Limited Purchase Order**

- Used for one-time transactions between the University and a vendor
- They are individually numbered forms, of the format “LO-*nnnnnn*”
- This LPO number should appear on all related invoices
- Three-part form;
 - Part 1: Vendor
 - Part 2: Accounts Payable
 - Part 3: Department
- One Invoice per LPO
- The total order, including back ordered items, cannot exceed \$5,000
- For incremental services or deliverables and you expect multiple payment installments, do not use an LPO, instead use Requisition

Procurement & Payment Options

- **Limited Purchase Order**

- Follow these steps to obtain LPO's
 - Complete the written Agreement
 - Pickup forms in the Accounts Payable office. These *cannot* be sent to you via or Campus Mail.
 - LPO Custodian and authorized signatory must sign the agreement and be on the Signature Card record in Accounts Payable
 - LPO's can be picked up by anyone with a valid University ID Card

Procurement & Payment Options

- **Limited Purchase Check**
 - Can *only* be used for payments to Human Subjects
 - Payments less than \$1,000
 - Very convenient
 - Must be kept in a secure location
 - Must be entered into the Positive Pay system
 - Contact **Rhett Jones** in Payables Production to learn more about this program, or to schedule training.

Procurement & Payment Options

- **Payment Request**

- May be prepared for any dollar amount
- Preferred method for payments to individuals for services, employee/student refunds, reimbursements, or membership dues
- Payment Requests should always be used for;
 - Consultants * **Professional Services Agreement also required*
 - Independent Contractors *
 - Guest Lecturers ^ *^Guest Lecturer/Performer Agreement also required*
 - Performers ^
 - Honorarium *Refer to University Regulations Policy 3-062*
- For incremental services or deliverables and you expect multiple payment installments, do not use a Payment Request, instead use Requisition.
- Please refer to University Regulation Policy 3-111 for guidance when paying Independent Contractors and Consultants
- Payment Request information and forms can be found at;
<http://fbs.admin.utah.edu/accountspayable/payment/onlinecheck/>
- Use either the auto-numbered version, or non-auto-numbered (Mac users)

Procurement & Payment Options

- **Petty Cash**

- Can be effective way to handle small incidental purchases
- Overview
 - Establish departmental Petty Cash Custodian, who must also be an employee
 - Determine Petty Cash amount, based on estimated 45 day expenditures
 - Custodian is held personally liable for the funds
 - Cash must be kept in a secure location
 - Original receipts are required, and should be taped-down to expedite processing
 - Payments cannot exceed \$100
- Related policy and guidance
 - [Petty Cash Funds Guidelines](#)
 - [Petty Cash Policy](#)
- Related forms
 - [Petty Cash Request/Change Form](#)
 - [Petty Cash Reimbursement Form](#)
- Contact **Steve Allen** in General Accounting to learn more about this program.

Travel Related Payments?

- **Use a Travel Form when the following apply;**
 - IF an employee travels more than 100 miles AND more than 10 hours
 - OR IF there are any overnight lodging expenses
- **Contact Travel if you have a question**

Expedited Payment Requests

- Typically, payments can be made within one business day of receiving the Payment Request.
- Next Day payments
 - \$12 handling fee
 - If received before 1:00pm, then check available after noon the next business day*
 - If received after 1:00pm, then we will try to include in the Next Day cycle, but it may be necessary to be included in the following business day activity.
- Same Day payments
 - \$24 handling fee
 - Coordinated through office management and dependent upon available resources
- Handling fees can be paid through Campus Order, or deducted from the total payment amount

** Provided the Payment Request successfully passes expenditure review and has all necessary approvals*

Commitment to Communications

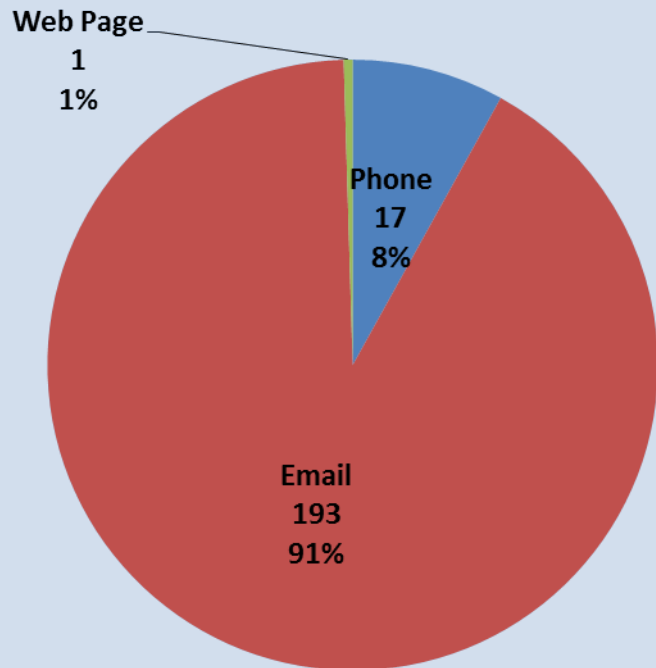


- **FBS News**

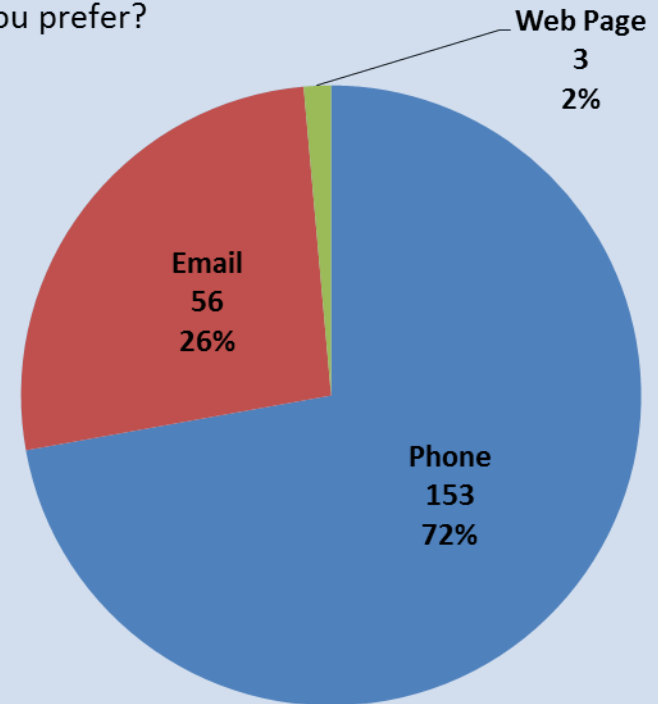
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- This list is recommended for all persons who wish to receive email notification with financial responsibilities from buying supplies, paying invoices, payroll and reconciling management reports – or anything in between.
- To subscribe, go to the [Commitment to Communication](#) page, and scroll down to **Subscribe to ListServes** section

Communication Preferences

When **receiving** routine communications from Accounts Payable, what method do you prefer?



When **contacting** Accounts Payable with a specific question or problem, what method do you prefer?



Resources for you...

Accounts Payable Webpage

- **Contact Us**
 - http://fbs.admin.utah.edu/accountspayable/contact_ap/
- **Share Your Feedback**
 - http://fbs.admin.utah.edu/accountspayable/ap_feedback/
- **Procurement Options Matrix**
 - <http://fbs.admin.utah.edu/accountspayable/payment/procurement-options/>
- **Request Status of Payment Request**
 - http://fbs.admin.utah.edu/accountspayable/status_pr/

Campus Information Services

- **Voucher Payment Search**

Questions or Feedback?



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Manager, Accounts Payable
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www.ap.admin.utah.edu

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