THE UNIVERSITY OF UTAH™

Accounts Payable

Procurement to Pay Tutorial

General guidelines for payments made with University funds on Limited Purchase Orders, Limited Purchase Checks, & Payment Request

Accounts Payable Functions

What We Do:

- Expenditure Review
- Department & Vendor Relations
- Voucher Processing
- Payment Processing
- Auditing
  - 1099 Reporting
  - Duplicate transactions
  - Stale-dated payments
- Document Imaging
- Form Distribution
  - Limited Purchase Orders (LPO's)
  - Limited Purchase Checks (LPC's)
  - Campus Orders
- Campus Order Processing

Direct Deposit/ACH Info.

- Payments can now 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.
- This payment method does not affect payroll and is not associated or coordinated with Payroll Department's direct deposit options or Income Accounting student loans.
- 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 the ACH is notified within five working days of the date of payment.

Direct Deposit Form

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Course Objectives

After this course, participants will be prepared to:

- Properly use Limited Purchase Orders, Limited Purchase Checks, & Payment Request to make payments.
- Prepare these procurement documents so expenditure review by Accounts Payable is expedited.

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Policy Information

- University Policy provides guidelines for small dollar purchases. You are responsible for following these policies when you make purchases. The Purchasing Department maintains contracts with many suppliers for all kinds of merchandise. In addition to University contracts, the state has contracts that are available. Using these contracts could mean substantial savings. Please view http://www.generalservices.utah.gov/statewidecontracts/Contracts.aspx for additional information or call the Purchasing Department to speak with the appropriate buyer for help with identifying these sources.

- A part of your purchasing responsibility includes compliance with the University's policy governing Small, Minority and Woman-owned Businesses (See University Policy 3-100:III.D.4). Contact the appropriate buyer in Purchasing for commodity-specific information.

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Procurement to Pay Methods

The Preferred Methods of Procurement is an excellent quick reference guide which helps in determining which financial instrument can be used to make a purchase.

Preferred Methods of Procurement

Type of Purchase	Campus Order	Check Request	Limited Purchase Check	Limited Purchase Order [10]	Purchasing Card	Requisition	Scholarship/Fellowship	Travel Request	Policy & Procedures	Additional Instructions
Academic Membership Dues		$\surd^{P}$	$\surd^{1}$	x^{R}	$\surd^{1}$				4-4	See footnote 1 below.
Advance Deposits		$\surd^{P}$		x^{R}						
a. Conferences			√		$\surd^{P}$	√		$\surd^{P}$	3-10	
b. Payments						√				Advance payments may not be made except to specified government agencies, vendors with minimum prepayment requirements and in certain other cases as determined appropriate by the Purchasing Department.
c. Restaurants			√	√	x^{R6}	√				
Advertisements										
a. Programs & Billboards			√	√	$\surd^{P}$					
b. Employee Recruitment			x^{R}	x^{R}	x^{R}	$\surd^{P}$			2-2	HR must approval advertising for staff positions
Airline tickets				x^{R}	x^{R}			$\surd^{P}$	3-10	See Travel Policy
Alcoholic Beverages			√	√	x^{R6}				3-11	Not allowed using state appropriated funds. Any purchase of alcoholic beverages for entertainment or recruiting purposes requires Dean or Director's written approval.
Awards										
a. Monetary		√	x^{R}		x^{R}					Call Tax Services first.
b. Plaques, etc.			√	√	$\surd^{P}$					
Blood Donors		√	√							
Books			√	√	$\surd^{P}$					
Bottled Water Services			√	√	$\surd^{P}$					
Campus Purchases	√	x^{R}	x^{R}	x^{R}	$\surd^{P}$	x^{R}			4-9	Bookstore, Chartwell's, & Guest House prefer the Purchasing Card.
Capital Equipment									4-16 & 3-40	
Insurable $1,000 - $4,999	√		x^{R}	√	$\surd^{P}$	√				
Greater than $5,000	√	x^{R}	x^{R}	x^{R}	x^{R}	$\surd^{P}$				
Cash Advances for Travel		x^{R}	x^{R}		x^{R}			$\surd^{P}$	3-10	Contact the Travel Department
Coffee Services			$\surd^{2}$	$\surd^{2}$	$\surd^{P2}$					
Communications										
a. Telephones			x^{R}	x^{R}	x^{R3}				4-2	Use a Telephone Equipment Order for telephones, pagers, and cellular telephones and send to Telecommunications.
b. Pagers					$\surd^{P}$					
c. Cellular Telephones			x^{R}	x^{R}	x^{R3}				2-70	Faculty and Staff Cell Phone Plans
d. Two-way Radios						$\surd^{P}$				Requires Plant Operations approval.
Compressed or Liquid Gas	x^{R}	x^{R}	x^{R}	x^{R}	x^{R}	$\surd^{P}$			4-4	All compressed or liquid gases must be procured from stores and receiving.
Computer Hardware < Capital or Insurable Equipment Spending Limit			√	√	$\surd^{P}$	√				Purchase > $1,000 are insurable assets and should be recorded in the appropriate expense account.
Computer Software < Capital Spending Limit										

Printable Version

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Financial Documents

GO Limited Purchase Order (LPO)

GO Limited Purchase Check (LPC)

GO Payment Request (PR)

The total time needed to complete the entire tutorial is approx. 30 minutes.

Throughout the tutorial, hyperlinks are shown in blue text. The escape key on your keyboard will take you out of the tutorial at any time.

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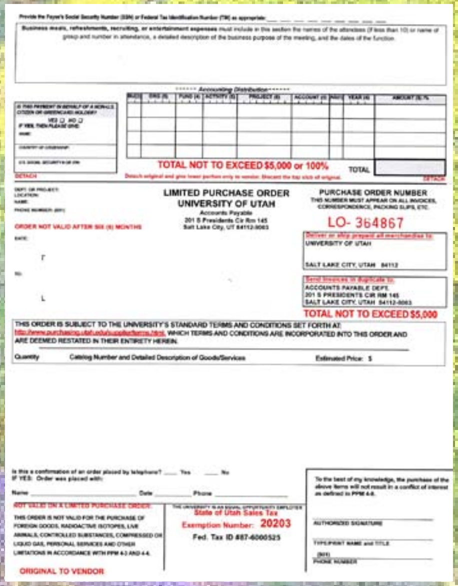
LIMITED PURCHASE ORDERS (LPO)

- How to fill out the LPO Agreement
- Obtaining LPO's
- How to fill out and use an LPO


TOTAL NOT TO EXCEED $5,000 or 100%

TOTAL

LIMITED PURCHASE ORDER
UNIVERSITY OF UTAH
Accounts Payable
201 S Presidents Cir Rm 145
Salt Lake City, UT 84112-9003

PURCHASE ORDER NUMBER
THIS NUMBER MUST APPEAR ON ALL INVOICES, CORRESPONDENCE, PACKING SLIPS, ETC.

LO- 364867

UNIVERSITY OF UTAH
SALT LAKE CITY, UTAH 84112

ACCOUNTS PAYABLE DEPT.
201 S PRESIDENTS CIR RM 145
SALT LAKE CITY, UTAH 84112-9003

TOTAL NOT TO EXCEED $5,000

THIS ORDER IS SUBJECT TO THE UNIVERSITY'S STANDARD TERMS AND CONDITIONS SET FORTH AT: WHICH TERMS AND CONDITIONS ARE INCORPORATED INTO THIS ORDER AND ARE DEEMED RESTATED IN THEIR ENTIRETY HEREIN.

Quantity | Catalog Number and Detailed Description of Goods/Services | Estimated Price: $

Name Date Phone

THIS ORDER IS NOT VALID FOR THE PURCHASE OF FOREIGN GOODS, RADIOACTIVE ISOTOPES, LIVE ANIMALS, CONTROLLED SUBSTANCES, COMPRESSED OR LIQUID GAS, PERSONAL SERVICES AND OTHER LIMITATIONS IN ACCORDANCE WITH PPM 4-3 AND 4-4.

State of Utah Sales Tax
Exemption Number: 20203
Fed. Tax ID #87-6000525

AUTHORIZED SIGNATURE

TYPE/PRINT NAME and TITLE

PHONE NUMBER

ORIGINAL TO VENDOR

HOME

THE UNIVERSITY OF UTAH™

LIMITED PURCHASE ORDERS

The Limited Purchase Order (LPO, LO) is designed to make small dollar procurements. See University Policy 3-191.

It is intended for one-time transactions between the University and an outside vendor.

Use a Requisition if the agreement includes incremental services or deliverables and the vendor expects installments or more than one payment.

One order may be placed for each LPO. The total order, including any back ordered items, cannot exceed $5000.

LPO's are numbered in the following format: LO-XXXXXX. The LPO number appears on every copy of the LO and should be used by the vendor on all related invoices, correspondence, etc.

HOME

WHEN TO USE AN LPO

Alcoholic Beverages (See Policy and Procedures)	Advertisement Programs and billboards	Award Plaques	Blood Donors	Books
Computer Hardware (less than capital spending limit)	Computer Programs and Licensing (less than capital spending limit)	Employment Agency Temporary Services	Equipment (One-time Rental/Payment)	Flowers
Food for Business Meals, Office Functions and Recruitment	Freight	Insurable Equipment ($1000-$4999)	Lab/Office Supplies	Maintenance Agreements
Medical Services	Printing & Copying or Photographic Slide Reproduction	Restaurants (Banquets and Catering)	Services such as Repairs (custodial and plant maintenance)	Vehicle Rentals

HOME

Consult the Preferred Methods of Procurement Chart for limitations.

HOW TO OBTAIN LPO's

To obtain blank Limited Purchase Orders, you must complete a written LPO agreement. Click here to open a .pdf copy of the form. It is also available on the Accounts Payable website.

Limited Purchase Order forms can be picked up in Accounts Payable but cannot be sent through Campus Mail or USPS mail.

The LPO custodian and an authorized signatory must sign the agreement and be on the Signature Card records in both Accounts Payable and Purchasing.

The person who picks up the blank forms does not have to be the authorized signatory or the LPO custodian, but they must have a valid University ID.

Each request for LPO's must be on an original form and include the appropriate original signatures.

THE UNIVERSITY OF UTAH™

THE LPO AGREEMENT

HOME

THE UNIVERSITY OF UTAH

Accounts Payable

REQUEST FOR LIMITED PURCHASE ORDERS (LPOs)

* Your delivery code can be found on the Employee page in the CIS or you can call Purchasing.

DATE — DEPARTMENT NAME

DEPARTMENT PHONE NUMBER — CAMPUS ADDRESS — DELIVERY CODE

Agreement

I accept custody of these Limited Purchase Orders with the understanding that I am personally accountable for the blank forms. I further commit that I will not redistribute blank Limited Purchase Order stock entrusted in my possession in order to supply another employee's working supply of blank forms.

CUSTODIAN'S EMPLOYEE ID — LPO CUSTODIAN'S PRINTED NAME AND SIGNATURE

LPO CUSTODIAN'S PHONE # — CUSTODIAN'S EMAIL ADDRESS

University policy and procedures provide guidelines for utilizing Small, Minority, & Women-owned businesses. It also has guidelines for small dollar purchases. My department accepts responsibility for following these policies and for the improper use, theft, or loss of the Limited Purchase Orders that are released to us. You are authorized to charge my Default Chartfield for the full amount of the Limited Purchase Order when we do not allocate the amount on the Limited Purchase Order copy, or otherwise do not have adequate funding in an account within the allocation, or when you do not receive a completed LPO within three days after receiving an applicable invoice from the vendor. I further understand that violations of the Limited Purchase Order policy (University Policy and Procedure 4-3) will result in the loss of their use, and that improper use of the Limited Purchase Order may result in disciplinary action up to and including termination of employment and full restitution to the University for all related sustained losses.

DEFAULT CHARTFIELD

SIGNATORY'S EMPLOYEE ID — PRINTED NAME AND SIGNATURE OF THE AUTHORIZED SIGNATORY FOR THE DEFAULT CHARTFIELD

SIGNATORY'S EMAIL ADDRESS

Number of LPO's requested:

Beginning/ending LPO numbers:

This order was filled by:

The LPO's were delivered to: (SIGNATURE)

The LPO's were delivered on: (Date)

Section 1:

- Fill in:
  - Dept. name & phone
  - Campus address
  - Delivery code* (the receiving department uses this code for delivering items they receive with your LPO number on the packaging slip)

Section 2: LPO Custodian

- Fill in:
  - Name & University ID#
  - Phone & Email address

Section 3: Authorized Signatory

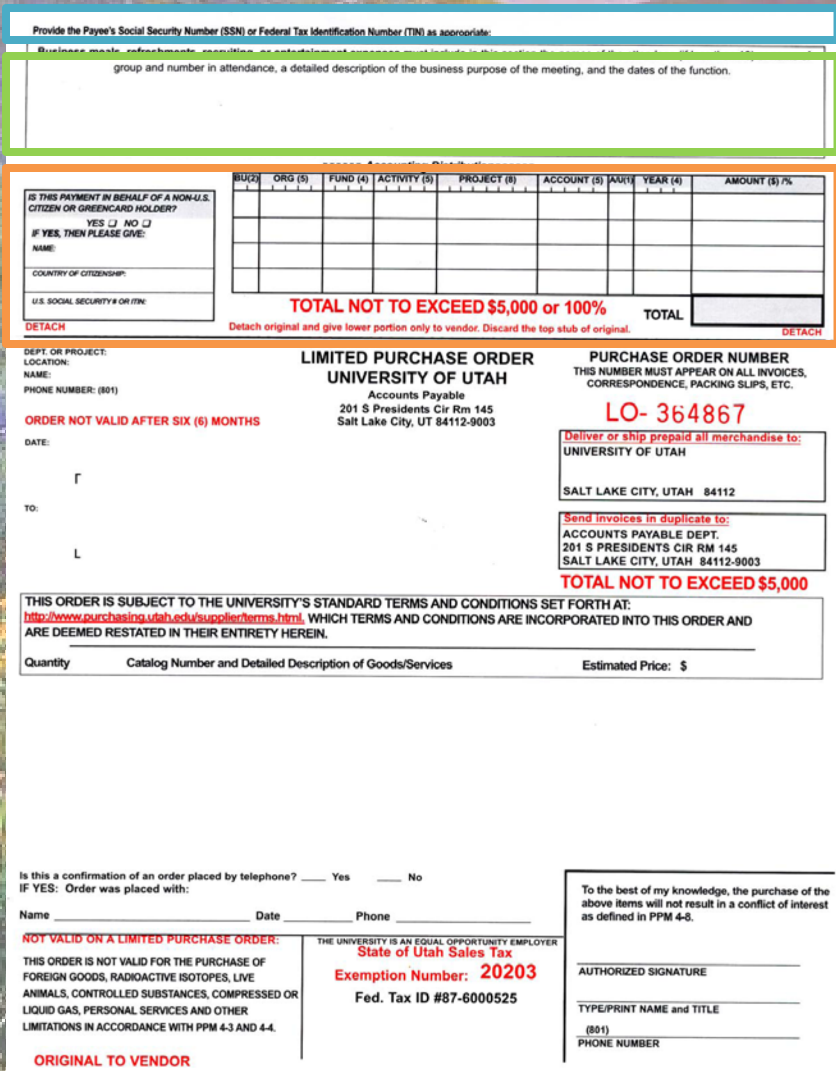
- Fill in:
  - Default chartfield
  - Signatory name & signature
  - Email address

Section 4: AP USE ONLY

THE UNIVERSITY OF UTAH™

HOME

HOW TO FILL OUT THE LPO


Provide the Payee's Social Security Number (SSN) or Federal Tax Identification Number (TIN) as appropriate:

group and number in attendance, a detailed description of the business purpose of the meeting, and the dates of the function.

IS THIS PAYMENT IN BEHALF OF A NON-U.S. CITIZEN OR GREENCARD HOLDER?
YES ❑ NO ❑
IF YES, THEN PLEASE GIVE:
NAME:
COUNTRY OF CITIZENSHIP:
U.S. SOCIAL SECURITY # OR ITIN:

BU(2)	ORG (5)	FUND (4)	ACTIVITY (5)	PROJECT (8)	ACCOUNT (5)	A/U(1)	YEAR (4)	AMOUNT ($) /%

TOTAL NOT TO EXCEED $5,000 or 100% TOTAL

DETACH Detach original and give lower portion only to vendor. Discard the top stub of original. DETACH

DEPT. OR PROJECT:
LOCATION:
NAME:
PHONE NUMBER: (801)

LIMITED PURCHASE ORDER
UNIVERSITY OF UTAH
Accounts Payable
201 S Presidents Cir Rm 145
Salt Lake City, UT 84112-9003

PURCHASE ORDER NUMBER
THIS NUMBER MUST APPEAR ON ALL INVOICES, CORRESPONDENCE, PACKING SLIPS, ETC.
LO- 364867

ORDER NOT VALID AFTER SIX (6) MONTHS

DATE:

TO:

Deliver or ship prepaid all merchandise to:
UNIVERSITY OF UTAH
SALT LAKE CITY, UTAH 84112

Send invoices in duplicate to:
ACCOUNTS PAYABLE DEPT.
201 S PRESIDENTS CIR RM 145
SALT LAKE CITY, UTAH 84112-9003

TOTAL NOT TO EXCEED $5,000

THIS ORDER IS SUBJECT TO THE UNIVERSITY'S STANDARD TERMS AND CONDITIONS SET FORTH AT: http://www.purchasing.utah.edu/supplier/terms.html, WHICH TERMS AND CONDITIONS ARE INCORPORATED INTO THIS ORDER AND ARE DEEMED RESTATED IN THEIR ENTIRETY HEREIN.

Quantity Catalog Number and Detailed Description of Goods/Services Estimated Price: $

Is this a confirmation of an order placed by telephone? ____ Yes ____ No
IF YES: Order was placed with:
Name ____ Date ____ Phone ____

To the best of my knowledge, the purchase of the above items will not result in a conflict of interest as defined in PPM 4-8.

NOT VALID ON A LIMITED PURCHASE ORDER:
THIS ORDER IS NOT VALID FOR THE PURCHASE OF FOREIGN GOODS, RADIOACTIVE ISOTOPES, LIVE ANIMALS, CONTROLLED SUBSTANCES, COMPRESSED OR LIQUID GAS, PERSONAL SERVICES AND OTHER LIMITATIONS IN ACCORDANCE WITH PPM 4-3 AND 4-4.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER
State of Utah Sales Tax
Exemption Number: 20203
Fed. Tax ID #87-6000525

AUTHORIZED SIGNATURE
TYPE/PRINT NAME and TITLE
(801)
PHONE NUMBER

ORIGINAL TO VENDOR

Section 1: The vendor's Tax ID

- Enter the vendor tax identification number here.
- If the vendor is not in the Vendor Master, then an IRS Form W-9 is required before payment.

Section 2: Expenditure Description

- Business meals, refreshments, recruiting, or entertainment expenses must include the names of the attendees (if less than 10) or the group and number in attendance, a detailed description of the business purpose, and the date(s) of the function. Approval of the next higher authority is required.
- A Dean or higher must approve the expenditure if alcohol is served, or the purpose of the meeting is recruiting or entertainment.

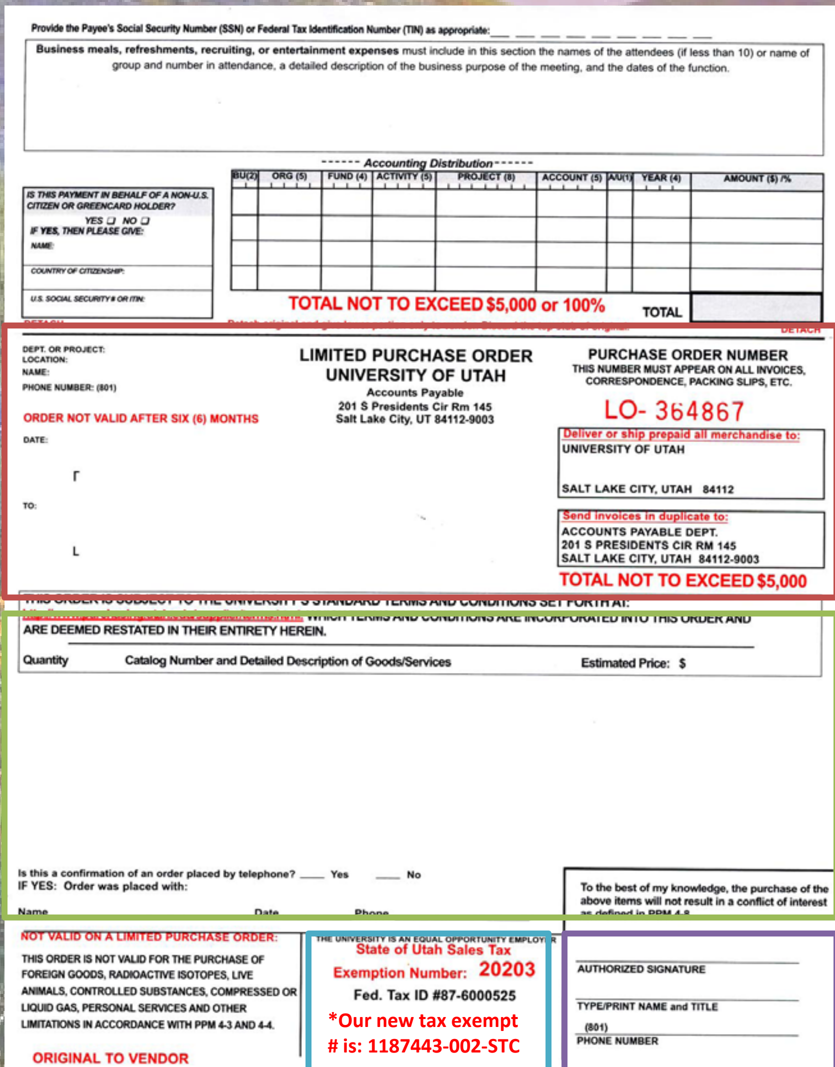
Section 3: Foreign Vendors & the Chartfield

- The foreign section must be filled in and marked NO. Foreign vendors cannot be paid with an LPO; use a Check Request.
- Enter complete chartfield information and amount or percentage to apply to each line. Note that the total cannot exceed $5000.
- Property Accounting is required to approve the payment if the chart field account starts with "61" or if the LPO is greater than $1000. Required chartfields left blank, amounts incorrectly allocated, any lines with accounts 10400 or 10500 or accounts starting with a"3" or "5" will be charged to the default chartfield string. The default will also be charged if AP does not have a copy of the LPO to match with the invoice.

THE UNIVERSITY OF UTAH™

HOME

HOW TO FILL OUT THE LPO


Provide the Payee's Social Security Number (SSN) or Federal Tax Identification Number (TIN) as appropriate: ___ ___ ___ ___ ___ ___ ___ ___ ___

Business meals, refreshments, recruiting, or entertainment expenses must include in this section the names of the attendees (if less than 10) or name of group and number in attendance, a detailed description of the business purpose of the meeting, and the dates of the function.

IS THIS PAYMENT IN BEHALF OF A NON-U.S. CITIZEN OR GREENCARD HOLDER? YES ☐ NO ☐
IF YES, THEN PLEASE GIVE:
NAME:
COUNTRY OF CITIZENSHIP:
U.S. SOCIAL SECURITY # OR ITIN:

------ Accounting Distribution ------

BU (2)	ORG (5)	FUND (4)	ACTIVITY (5)	PROJECT (8)	ACCOUNT (5)	A/U (1)	YEAR (4)	AMOUNT ($) /%

TOTAL NOT TO EXCEED $5,000 or 100% TOTAL

DEPT. OR PROJECT:
LOCATION:
NAME:
PHONE NUMBER: (801)

ORDER NOT VALID AFTER SIX (6) MONTHS

DATE:

TO:

LIMITED PURCHASE ORDER
UNIVERSITY OF UTAH
Accounts Payable
201 S Presidents Cir Rm 145
Salt Lake City, UT 84112-9003

PURCHASE ORDER NUMBER
THIS NUMBER MUST APPEAR ON ALL INVOICES, CORRESPONDENCE, PACKING SLIPS, ETC.

LO- 364867

Deliver or ship prepaid all merchandise to:
UNIVERSITY OF UTAH
SALT LAKE CITY, UTAH 84112

Send invoices in duplicate to:
ACCOUNTS PAYABLE DEPT.
201 S PRESIDENTS CIR RM 145
SALT LAKE CITY, UTAH 84112-9003

TOTAL NOT TO EXCEED $5,000

THIS ORDER IS SUBJECT TO THE UNIVERSITY'S STANDARD TERMS AND CONDITIONS SET FORTH AT: ... WHICH TERMS AND CONDITIONS ARE INCORPORATED INTO THIS ORDER AND ARE DEEMED RESTATED IN THEIR ENTIRETY HEREIN.

Quantity | Catalog Number and Detailed Description of Goods/Services | Estimated Price: $

Is this a confirmation of an order placed by telephone? ____ Yes ____ No
IF YES: Order was placed with:
Name Date Phone

To the best of my knowledge, the purchase of the above items will not result in a conflict of interest as defined in PPM 4-8

NOT VALID ON A LIMITED PURCHASE ORDER:
THIS ORDER IS NOT VALID FOR THE PURCHASE OF FOREIGN GOODS, RADIOACTIVE ISOTOPES, LIVE ANIMALS, CONTROLLED SUBSTANCES, COMPRESSED OR LIQUID GAS, PERSONAL SERVICES AND OTHER LIMITATIONS IN ACCORDANCE WITH PPM 4-3 AND 4-4.

ORIGINAL TO VENDOR

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER
State of Utah Sales Tax Exemption Number: 20203
Fed. Tax ID #87-6000525
*Our new tax exempt # is: 1187443-002-STC

AUTHORIZED SIGNATURE
TYPE/PRINT NAME and TITLE
(801)
PHONE NUMBER

Section 4: Dept. & Payee Information

- Enter department /project name, location, your name and telephone number, and date the order was placed. The invoice must be dated within 6 months.
- If delivery will be made via the Receiving Department, put the ship-to code in the Deliver / Ship to box and forward a copy to the Receiving Department.

Section 5: Item/Purchase Description

- Enter details about items ordered.
- See The Preferred Methods of Procurement Chart for limitations on items that may be purchased.
- Check whether the order was placed by phone and other details as necessary.

Section 6: Authorized Signature

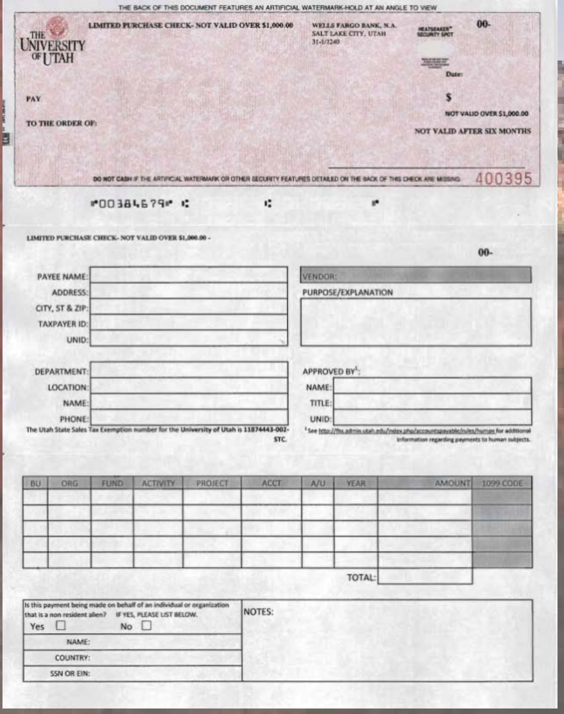
- The "Authorized Signature" must be on a signature card in Accounts Payable and must be either the Principal Investigator, Account executive, Department Chair/Head, dean/director or authorized alternate. This might not be the same signature as described earlier for business meals.

Section 7: Sales Tax Exemption

- The University is exempt from Utah sales and use taxes. Our tax exemption number is printed on the LPOs. The sales tax exemption certificate *does not* apply to purchases outside of Utah. Note we have recently obtained a new Tax Exempt number.

LIMITED PURCHASE CHECKS (LPC)

- How to fill out the LPC Agreement
- Obtaining LPC's
- How to fill out & use an LPC


THE BACK OF THIS DOCUMENT FEATURES AN ARTIFICIAL WATERMARK-HOLD AT AN ANGLE TO VIEW

THE UNIVERSITY OF UTAH

LIMITED PURCHASE CHECK- NOT VALID OVER $1,000.00

WELLS FARGO BANK, N.A.
SALT LAKE CITY, UTAH
31-1/1240

HEATSEAKER® SECURITY SPOT

00-

Date:

PAY

$

NOT VALID OVER $1,000.00

TO THE ORDER OF:

NOT VALID AFTER SIX MONTHS

DO NOT CASH IF THE ARTIFICAL WATERMARK OR OTHER SECURITY FEATURES DETAILED ON THE BACK OF THIS CHECK ARE MISSING. 400395

⑈00384679⑈ ⑆ ⑆ ⑈

LIMITED PURCHASE CHECK- NOT VALID OVER $1,000.00 -

00-

PAYEE NAME:
ADDRESS:
CITY, ST & ZIP:
TAXPAYER ID:
UNID:

VENDOR:
PURPOSE/EXPLANATION

DEPARTMENT:
LOCATION:
NAME:
PHONE:

APPROVED BY[1]:
NAME:
TITLE:
UNID:

The Utah State Sales Tax Exemption number for the University of Utah is 11874443-002-STC.

[1] See http://fbs.admin.utah.edu/index.php/accountspayable/rules/human for additional information regarding payments to human subjects.

BU	ORG	FUND	ACTIVITY	PROJECT	ACCT	A/U	YEAR	AMOUNT	1099 CODE
							TOTAL:		

Is this payment being made on behalf of an individual or organization that is a non resident alien? IF YES, PLEASE LIST BELOW.
Yes ☐ No ☐
NAME:
COUNTRY:
SSN OR EIN:

NOTES:

LIMITED PURCHASE CHECKS (LPCs)

The Limited Purchase Check may be used by a department for payments to a human subject up to the limit printed on the face of the check (currently $1000 in most cases).

LPCs are prepared by the ordering department and are delivered (or mailed) to the vendor without preparing a requisition or obtaining approval of the Purchasing Department.

Please refer to the Limited Purchase Check User Guide located on The Accounts Payable Website.

Any further questions regarding LPC's may be directed to the LPC Administrator at 581-5748 or Accounts Payable 581-6976.

OTHER LPC CONSIDERATIONS

Limited Purchase Checks are highly negotiable and should receive the same security measures as cash.

The checks must be retained in a secure place, out-of-sight in the ordinary course of business, and the checks must not be signed until issued.

If a check is lost or stolen, the department must notify Accounts Payable immediately.

If an LPC fails expenditure review and Accounts Payable has to perform additional tasks to get the documentation into a recordable state, a $12.00 processing fee will be charged to the LPC's default chartfield.

If an LPC violates the University's Policies outlined in the User's Guide, a $12.00 processing fee will be charged.

Persistent improper use of the LPC will result in withdrawal of privileges to use these checks, and may result in disciplinary action for fraudulent use.

Blood donors and study participants

(First payment must include an IRS Form W-9 . A subsequent Form W-9 is required if the Human Subject's name, address or backup withholding status changes.)

THE UNIVERSITY OF UTAH™

LIMITED PURCHASE CHECKS

The original check stub:

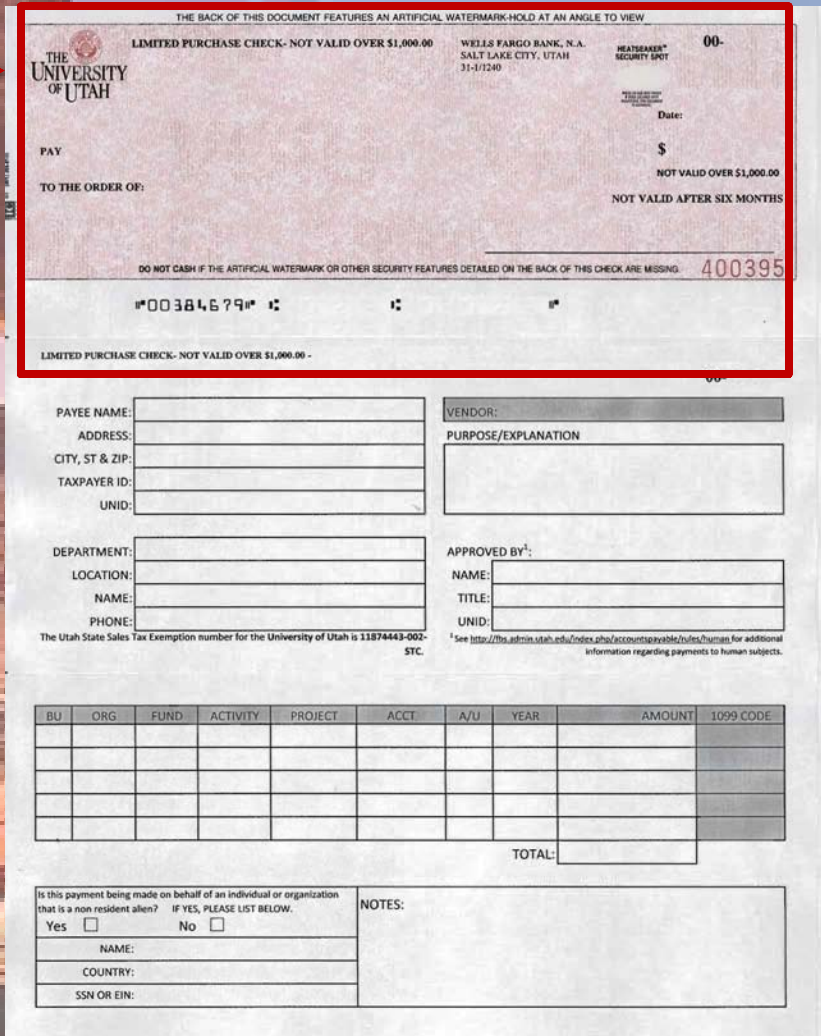
- Goes to the payee/vendor.
- Do not send the bottom stub because it contains sensitive data related to our accounting system. This structure and information is proprietary to the University information systems and is not generally known. If you need to send confirmation material to the vendor it should be in another form.

The Accounts Payable copy:

- A complete copy including a copy of the check should be attached to the study patient reimbursement form and/or **original** receipt plus all related documentation should be forwarded to Accounts Payable, 145 Park. If the receipt measures less then 8.5 inches by 2.75 inches, kindly tape the receipt to a plain white sheet of paper. (This makes our scanning process much faster.)

The department copy:

- Should be retained by the department.


THE BACK OF THIS DOCUMENT FEATURES AN ARTIFICIAL WATERMARK-HOLD AT AN ANGLE TO VIEW

THE UNIVERSITY OF UTAH

LIMITED PURCHASE CHECK- NOT VALID OVER $1,000.00

WELLS FARGO BANK, N.A.
SALT LAKE CITY, UTAH
31-1/1240

HEATSEAKER SECURITY SPOT

00-

Date:

PAY $

TO THE ORDER OF:

NOT VALID OVER $1,000.00

NOT VALID AFTER SIX MONTHS

DO NOT CASH IF THE ARTIFICIAL WATERMARK OR OTHER SECURITY FEATURES DETAILED ON THE BACK OF THIS CHECK ARE MISSING

400395

LIMITED PURCHASE CHECK- NOT VALID OVER $1,000.00 -

PAYEE NAME:
ADDRESS:
CITY, ST & ZIP:
TAXPAYER ID:
UNID:

VENDOR:
PURPOSE/EXPLANATION

DEPARTMENT:
LOCATION:
NAME:
PHONE:

The Utah State Sales Tax Exemption number for the University of Utah is 11874443-002-STC.

APPROVED BY[1]:
NAME:
TITLE:
UNID:

[1] See http://fbs.admin.utah.edu/index.php/accountspayable/rules/human for additional information regarding payments to human subjects.

BU	ORG	FUND	ACTIVITY	PROJECT	ACCT	A/U	YEAR	AMOUNT	1099 CODE
							TOTAL:		

Is this payment being made on behalf of an individual or organization that is a non resident alien? IF YES, PLEASE LIST BELOW.
Yes ☐ No ☐
NAME:
COUNTRY:
SSN OR EIN:

NOTES:

THE LPC POSITIVE PAY SYSTEM

The LPC Custodian must use the online Positive Pay System to report checks to the bank as they are issued by the department.

A check is considered issued when it has been released to the Payee. (A check that has been prepared, yet remains in the custody of the Custodian is not an issue.)

Positive Pay is covered in the monthly LPC class held by the LPC Administrator in the Park Building and information is also available online via the LPC User's Guide.

HOME

THE UNIVERSITY OF UTAH

HOW TO OBTAIN LPC's

To obtain blank Limited Purchase Checks, you must complete a Limited Purchase Check Agreement form (available on the Accounts Payable website).

Limited Purchase Checks can be picked up in the Accounts Payable Department. Blank check stock cannot be sent through Campus Mail or USPS mail.

The LPC custodian and an authorized signatory must sign the agreement and be on the Signature Authorization records in both Accounts Payable and Purchasing. The LPC custodian and the authorized signatory can be the same person.

The person who picks up the blank checks must have a valid University photo ID.

Each subsequent request for LPCs must be an original form and include the appropriate original signatures, as well as a check. A check register is also required if a custodian must return all or part of their check stock.

New custodians are required to attend an LPC class which is held monthly in the Park Building. Current users are also welcome to attend. Because space is limited, please register at the Financial & Business Services website.

HOME

THE LPC AGREEMENT

Section 1:

- Fill in:
  - Dept. name and phone
  - Campus address
  - Delivery code* (the receiving department uses this code for delivering items they receive with your LPC number on the packaging slip)

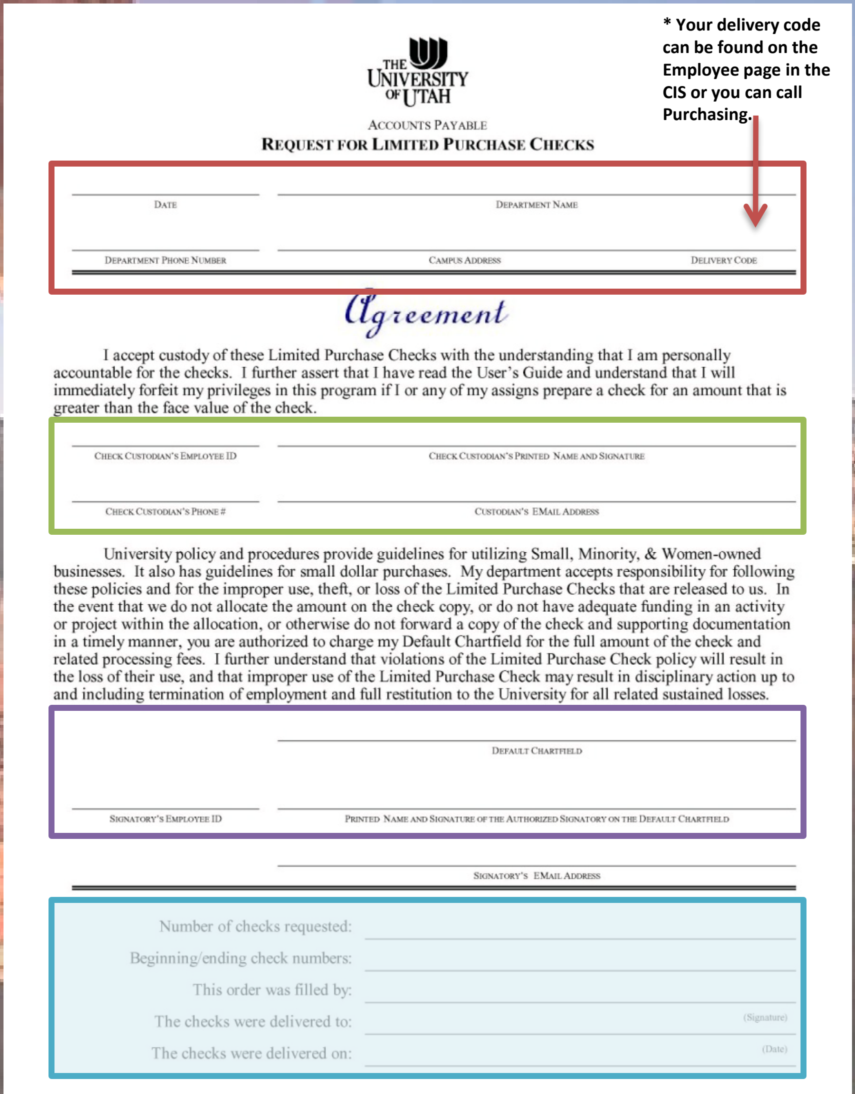
Section 2: LPC Custodian

- Fill in:
  - Name and University ID#
  - Phone and Email address

Section 3: Authorized Signatory

- Fill in:
  - Default chartfield
  - Signatory name and signature
  - Email address

Section 4: AP USE ONLY


* Your delivery code can be found on the Employee page in the CIS or you can call Purchasing.

THE UNIVERSITY OF UTAH

ACCOUNTS PAYABLE

REQUEST FOR LIMITED PURCHASE CHECKS

DATE | DEPARTMENT NAME

DEPARTMENT PHONE NUMBER | CAMPUS ADDRESS | DELIVERY CODE

Agreement

I accept custody of these Limited Purchase Checks with the understanding that I am personally accountable for the checks. I further assert that I have read the User's Guide and understand that I will immediately forfeit my privileges in this program if I or any of my assigns prepare a check for an amount that is greater than the face value of the check.

CHECK CUSTODIAN'S EMPLOYEE ID | CHECK CUSTODIAN'S PRINTED NAME AND SIGNATURE

CHECK CUSTODIAN'S PHONE # | CUSTODIAN'S EMAIL ADDRESS

University policy and procedures provide guidelines for utilizing Small, Minority, & Women-owned businesses. It also has guidelines for small dollar purchases. My department accepts responsibility for following these policies and for the improper use, theft, or loss of the Limited Purchase Checks that are released to us. In the event that we do not allocate the amount on the check copy, or do not have adequate funding in an activity or project within the allocation, or otherwise do not forward a copy of the check and supporting documentation in a timely manner, you are authorized to charge my Default Chartfield for the full amount of the check and related processing fees. I further understand that violations of the Limited Purchase Check policy will result in the loss of their use, and that improper use of the Limited Purchase Check may result in disciplinary action up to and including termination of employment and full restitution to the University for all related sustained losses.

DEFAULT CHARTFIELD

SIGNATORY'S EMPLOYEE ID | PRINTED NAME AND SIGNATURE OF THE AUTHORIZED SIGNATORY ON THE DEFAULT CHARTFIELD

SIGNATORY'S EMAIL ADDRESS

Number of checks requested:

Beginning/ending check numbers:

This order was filled by:

The checks were delivered to: (Signature)

The checks were delivered on: (Date)

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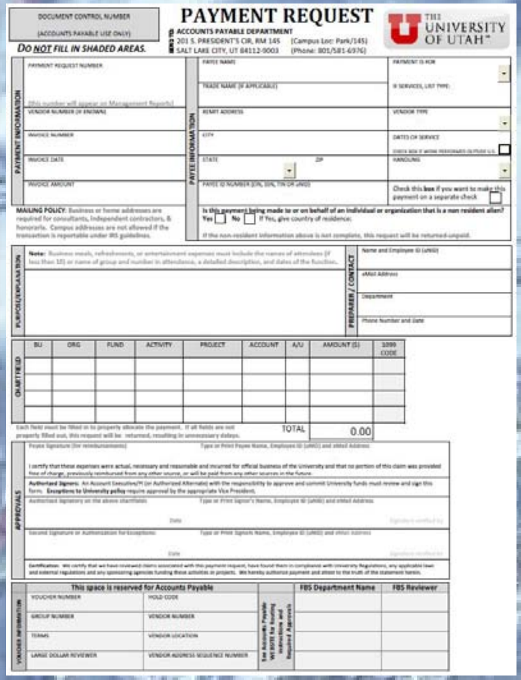
Payment Request (PR)

- Types of expenditures paid on a Payment Request
- How to fill out a Payment Request


DOCUMENT CONTROL NUMBER
(ACCOUNTS PAYABLE USE ONLY)
DO NOT FILL IN SHADED AREAS.

PAYMENT REQUEST

ACCOUNTS PAYABLE DEPARTMENT
201 S. PRESIDENT'S CIR, RM 145 (Campus Loc: Park/145)
SALT LAKE CITY, UT 84112-9003 (Phone: 801/581-6976)

THE UNIVERSITY OF UTAH™

PAYMENT INFORMATION

PAYMENT REQUEST NUMBER

VENDOR NUMBER (IF KNOWN)

INVOICE NUMBER

INVOICE DATE

INVOICE AMOUNT

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.

PAYEE INFORMATION

PAYEE NAME

TRADE NAME (IF APPLICABLE)

REMIT ADDRESS

CITY

STATE ZIP

PAYMENT IS FOR

IF SERVICES, LIST TYPE

VENDOR TYPE

DATES OF SERVICE

HANDLING

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 No If Yes, give country of residence:

If the non-resident information above is not complete, this request will be returned unpaid.

Name and Employee ID (uNID)

eMail Address

Department

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT ($)	1099 CODE

TOTAL 0.00

This space is reserved for Accounts Payable

FBS Department Name

FBS Reviewer

Payment Request (PR)

- A Payment Request may be prepared for any dollar amount.
- It is intended for a one time transaction between the University and an outside vendor. Use a Requisition if the agreement includes incremental services or deliverables and the vendor expects installments or more than one payment.
- A Payment Request is preferred to pay individuals for services, employee/student refunds, reimbursements and membership dues.
- General Accounting must approve all Payment Request over $1,000.
- Grants and Contract Accounting must approve Payment Request being paid out of project funds.
- The Preferred Methods of Procurement Chart lists other items which can be purchased with a Payment Request.

EXPENDITURES REQUIRING A PR

Consultants.

- A Professional Services Agreement is also required.

Guest lecturers.

- A Guest Lecturer/Performer Agreement is also required.

Independent contractors.

- A Professional Services Agreement is also required.

Performers (Individual and Group) .

- A Guest Lecturer/Performer Agreement is also required.

Honorarium

- An honorary payment made on a special and non-routine basis to an individual who is not an employee of the university to recognize outstanding achievement, demonstrate respect or esteem for the individual's status or position, or to acknowledge the contribution of gratuitous services to the university. It does not include prizes and awards to university personnel. Click here for Honorarium guidelines.

Please review:

- University Regulations Policy 3-111 Independent Consultant and Independent Contractor Professional Service Agreements
- University Regulations Policy 3-062 Honorarium Payments

HOME

THE UNIVERSITY OF UTAH

WHERE TO FIND THE PR

The Payment Request is available on the Accounts Payable website. Click here for an auto-numbered .pdf of the Payment Request   Mac users click here for an un-numbered Payment Request.

Accounts Payable will assign a PR number to a Payment Request received without one.

All Payment Request forms can be found at http://fbs.admin.utah.edu/index.php/accountspayable/forms/onlinecheck/

HOME

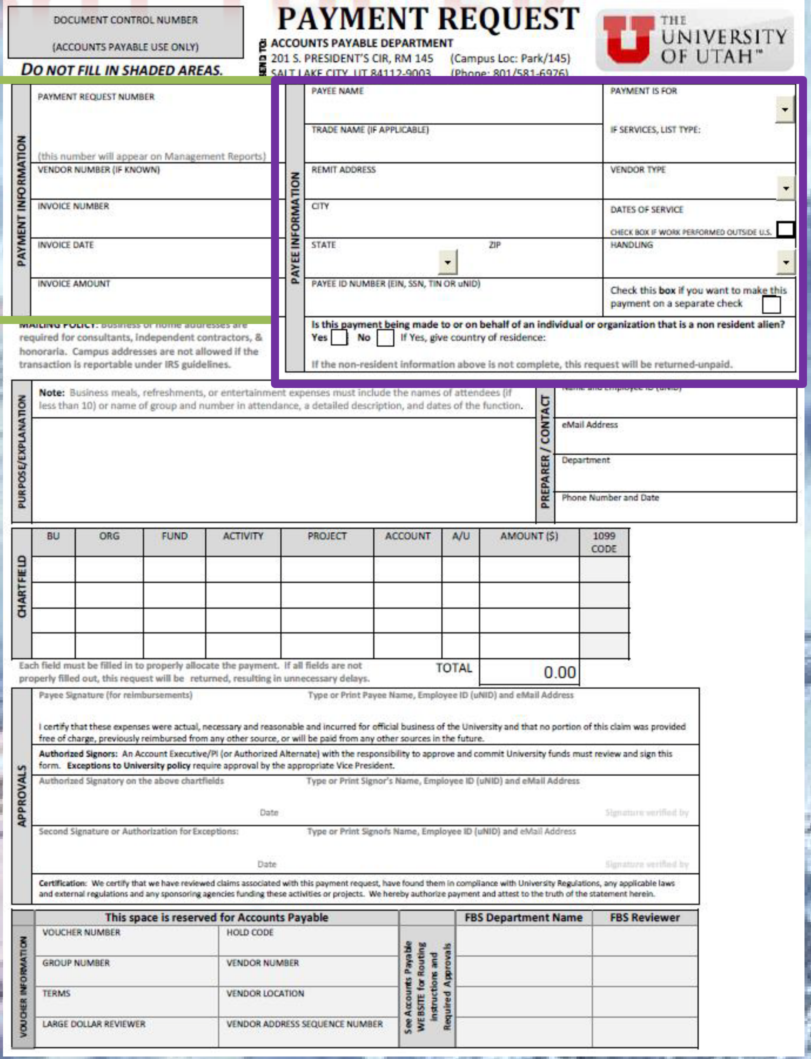
HOW TO FILL OUT THE PR

Section 1: Payment Information

- **Fill in:**
  - **Vendor Number:** If known, other wise leave blank.
  - **Invoice Number:** Appears on the back up documentation. Otherwise, enter a unique value if no invoice number is available.
  - **Invoice Date:** Date on the invoice or the date this expenditure is approved if no invoice is available.
  - **Income Amount:** State the amount of the total invoice.

Section 2: Payee Information

- **Fill in the payee's name and/or business name, and the remit address.**
- **Foreign Vendor Box: Check "Yes" or "No".**
  - **If "Yes", supply country of residence; if "Yes" is checked, the CQ will be sent to Tax Services for approval.**
- **Select the payment type from the menu.**
- **Select the payee type from the menu.**
- **Check the separate payment box if you do not want this payment to be grouped with other payments due at the same time to the vendor.**



DOCUMENT CONTROL NUMBER
(ACCOUNTS PAYABLE USE ONLY)
DO NOT FILL IN SHADED AREAS.

PAYMENT REQUEST

SEND TO: ACCOUNTS PAYABLE DEPARTMENT
201 S. PRESIDENT'S CIR, RM 145 (Campus Loc: Park/145)
SALT LAKE CITY, UT 84112-9003 (Phone: 801/581-6976)

THE UNIVERSITY OF UTAH™

PAYMENT INFORMATION
PAYMENT REQUEST NUMBER
(this number will appear on Management Reports)
VENDOR NUMBER (IF KNOWN)
INVOICE NUMBER
INVOICE DATE
INVOICE AMOUNT

PAYEE INFORMATION
PAYEE NAME
TRADE NAME (IF APPLICABLE)
REMIT ADDRESS
CITY
STATE ZIP
PAYEE ID NUMBER (EIN, SSN, TIN OR uNID)
PAYMENT IS FOR
IF SERVICES, LIST TYPE:
VENDOR TYPE
DATES OF SERVICE
CHECK BOX IF WORK PERFORMED OUTSIDE U.S.
HANDLING
Check this box if you want to make this payment on a separate check

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 alien?
Yes ☐ No ☐ 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.

PREPARER / CONTACT
Name and Employee ID (uNID)
eMail Address
Department
Phone Number and Date

CHARTFIELD

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT ($)	1099 CODE
						TOTAL	0.00	

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.

APPROVALS
Payee Signature (for reimbursements) Type or Print Payee Name, Employee ID (uNID) and eMail Address
I certify that these expenses were actual, necessary and reasonable and incurred for official business of the University and that no portion of this claim was provided free of charge, previously reimbursed from any other source, or will be paid from any other sources in the future.
Authorized Signors: An Account Executive/PI (or Authorized Alternate) with the responsibility to approve and commit University funds must review and sign this form. Exceptions to University policy require approval by the appropriate Vice President.
Authorized Signatory on the above chartfields Type or Print Signor's Name, Employee ID (uNID) and eMail Address
Date Signature verified by
Second Signature or Authorization for Exceptions: Type or Print Signor's Name, Employee ID (uNID) and eMail Address
Date Signature verified by
Certification: We certify that we have reviewed claims associated with this payment request, have found them in compliance with University Regulations, any applicable laws and external regulations and any sponsoring agencies funding these activities or projects. We hereby authorize payment and attest to the truth of the statement herein.

VOUCHER INFORMATION
This space is reserved for Accounts Payable
VOUCHER NUMBER | HOLD CODE
GROUP NUMBER | VENDOR NUMBER
TERMS | VENDOR LOCATION
LARGE DOLLAR REVIEWER | VENDOR ADDRESS SEQUENCE NUMBER
See Accounts Payable WEBSITE for Routing instructions and Required Approvals
FBS Department Name | FBS Reviewer

HOW TO FILL OUT THE PR

Section 4: Purpose Explanation

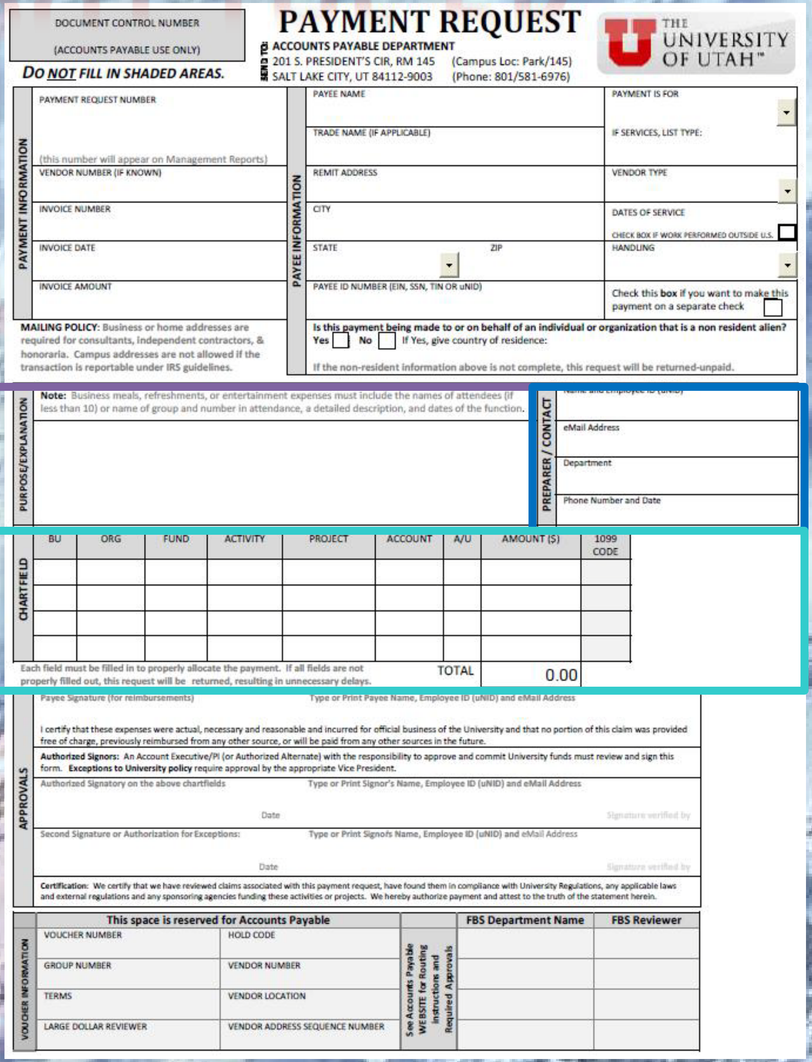
- A complete explanation is required. Failure to provide a detailed explanation will be returned unpaid.
- Reimbursement request for allowable out-of-pocket business meals must be made within in 60 (sixty) days to the event.
- Purpose/explanation should be descriptive, indicate the number of attendees, business purpose of the meeting and the dates, etc.
- The Payment Request must have the documentation required by the type of transaction. All agreements and contract must be included.

Section 5: Preparer/Contact

- Complete all fields otherwise it will delay the payment process.

Section 6: Chartfield

- Complete the chartfield columns as necessary. Do not enter a 1099 code.



DOCUMENT CONTROL NUMBER (ACCOUNTS PAYABLE USE ONLY)

DO NOT FILL IN SHADED AREAS.

PAYMENT REQUEST

SEND TO: ACCOUNTS PAYABLE DEPARTMENT
201 S. PRESIDENT'S CIR, RM 145 (Campus Loc: Park/145)
SALT LAKE CITY, UT 84112-9003 (Phone: 801/581-6976)

THE UNIVERSITY OF UTAH™

PAYMENT INFORMATION: PAYMENT REQUEST NUMBER (this number will appear on Management Reports); VENDOR NUMBER (IF KNOWN); INVOICE NUMBER; INVOICE DATE; INVOICE AMOUNT

PAYEE INFORMATION: PAYEE NAME; TRADE NAME (IF APPLICABLE); REMIT ADDRESS; CITY; STATE; ZIP; PAYEE ID NUMBER (EIN, SSN, TIN OR uNID)

PAYMENT IS FOR; IF SERVICES, LIST TYPE:; VENDOR TYPE; DATES OF SERVICE; CHECK BOX IF WORK PERFORMED OUTSIDE U.S.; HANDLING; Check this box if you want to make this payment on a separate check

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 alien? Yes No 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.

PREPARER / CONTACT: Name and Employee ID (uNID); eMail Address; Department; Phone Number and Date

CHARTFIELD:

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT ($)	1099 CODE
						TOTAL	0.00	

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.

APPROVALS: Payee Signature (for reimbursements) — Type or Print Payee Name, Employee ID (uNID) and eMail Address

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

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

Authorized Signatory on the above chartfields — Type or Print Signor's Name, Employee ID (uNID) and eMail Address — Date — Signature verified by

Second Signature or Authorization for Exceptions: — Type or Print Signor's Name, Employee ID (uNID) and eMail Address — Date — Signature verified by

Certification: We certify that we have reviewed claims associated with this payment request, have found them in compliance with University Regulations, any applicable laws and external regulations and any sponsoring agencies funding these activities or projects. We hereby authorize payment and attest to the truth of the statement herein.

VOUCHER INFORMATION:

This space is reserved for Accounts Payable		FBS Department Name	FBS Reviewer
VOUCHER NUMBER	HOLD CODE		
GROUP NUMBER	VENDOR NUMBER		
TERMS	VENDOR LOCATION		
LARGE DOLLAR REVIEWER	VENDOR ADDRESS SEQUENCE NUMBER		

See Accounts Payable WEBSITE for Routing instructions and Required Approvals

HOW TO FILL OUT THE PR

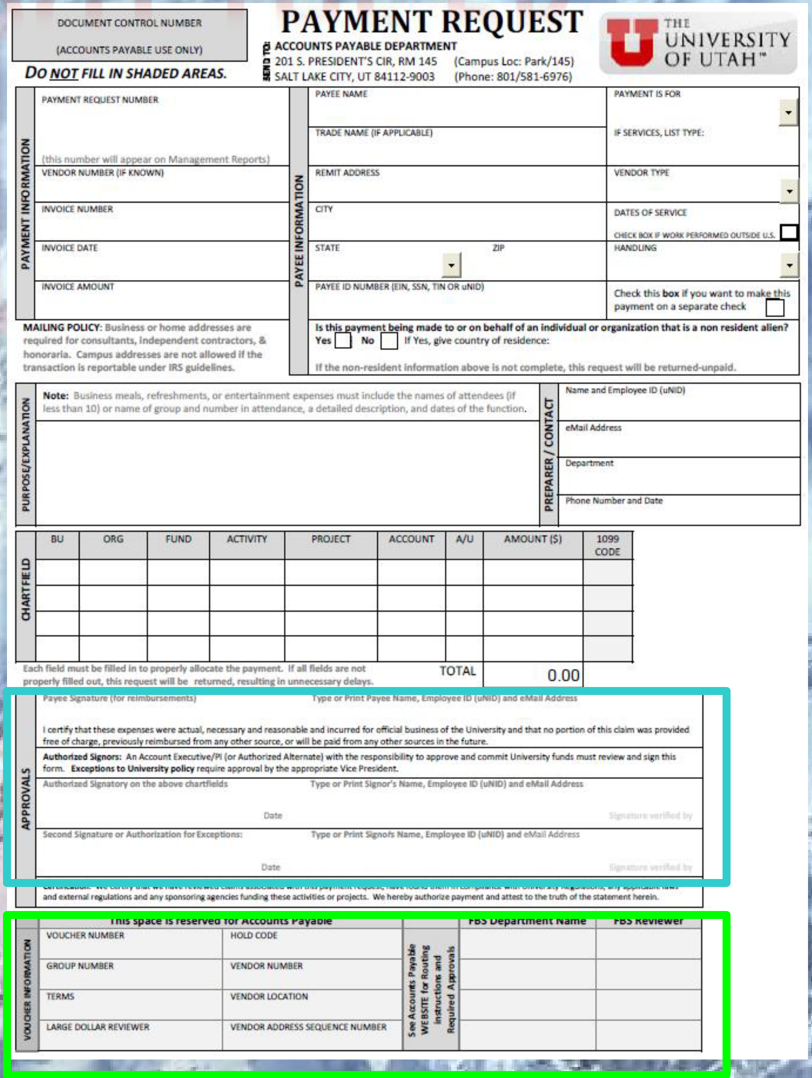
Section 7: Approvals

- Payee Signature for reimbursements: This is required for all employee/student reimbursements, including a readable print of their name/UID, and email address.
- All Payment Requests must be signed with an *original* signature and the signatory must be on file in Accounts Payable unless the signatory is a Department Chair or above.
- If alcohol was served, the Dean or higher must also sign for the approval.

Section 8: Approval Signatures

- All Payment Requests must be signed with an *original* signature and the signatory must be on file in Accounts Payable unless the signatory is a Department Chair or above.
- If alcohol was served, the Dean or higher must also sign for the approval.

Note: A further detailed overview can be found on our website under Expenditure Review- Payment Request.



DOCUMENT CONTROL NUMBER (ACCOUNTS PAYABLE USE ONLY)

Do NOT fill in shaded areas.

PAYMENT REQUEST

SEND TO: ACCOUNTS PAYABLE DEPARTMENT
201 S. PRESIDENT'S CIR, RM 145 (Campus Loc: Park/145)
SALT LAKE CITY, UT 84112-9003 (Phone: 801/581-6976)

THE UNIVERSITY OF UTAH™

PAYMENT INFORMATION: PAYMENT REQUEST NUMBER (this number will appear on Management Reports); VENDOR NUMBER (IF KNOWN); INVOICE NUMBER; INVOICE DATE; INVOICE AMOUNT

PAYEE INFORMATION: PAYEE NAME; TRADE NAME (IF APPLICABLE); REMIT ADDRESS; CITY; STATE; ZIP; PAYEE ID NUMBER (EIN, SSN, TIN OR uNID)

PAYMENT IS FOR; IF SERVICES, LIST TYPE:; VENDOR TYPE; DATES OF SERVICE; CHECK BOX IF WORK PERFORMED OUTSIDE U.S.; HANDLING; Check this box if you want to make this payment on a separate check

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 alien? Yes No 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.

PREPARER / CONTACT: Name and Employee ID (uNID); eMail Address; Department; Phone Number and Date

CHARTFIELD

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT ($)	1099 CODE
						TOTAL	0.00	

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.

APPROVALS

Payee Signature (for reimbursements) — Type or Print Payee Name, Employee ID (uNID) and eMail Address

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

Authorized Signors: An Account Executive/PI (or Authorized Alternate) with the responsibility to approve and commit University funds must review and sign this form. **Exceptions to University policy** require approval by the appropriate Vice President.

Authorized Signatory on the above chartfields — Type or Print Signor's Name, Employee ID (uNID) and eMail Address — Date — Signature verified by

Second Signature or Authorization for Exceptions: — Type or Print Signor's Name, Employee ID (uNID) and eMail Address — Date — Signature verified by

and external regulations and any sponsoring agencies funding these activities or projects. We hereby authorize payment and attest to the truth of the statement herein.

VOUCHER INFORMATION — This space is reserved for Accounts Payable

			FBS Department Name	FBS Reviewer
VOUCHER NUMBER	HOLD CODE	See Accounts Payable WEBSITE for Routing Instructions and Required Approvals		
GROUP NUMBER	VENDOR NUMBER			
TERMS	VENDOR LOCATION			
LARGE DOLLAR REVIEWER	VENDOR ADDRESS SEQUENCE NUMBER			

TRAVEL RELATED PR's

Accounts Payable can pay only the following travel related expenses on a Payment Request:

- **Immunizations**
- **Passports**
- **Visas**
- **Local mileage**
- **Local conference registrations**

For all other travel related expenses, the department must register the trip, obtain a travel number, and submit payment requisition to Travel Department.

See the next slide for a flowchart to submitting travel related payments.

HOME

THE UNIVERSITY OF UTAH™

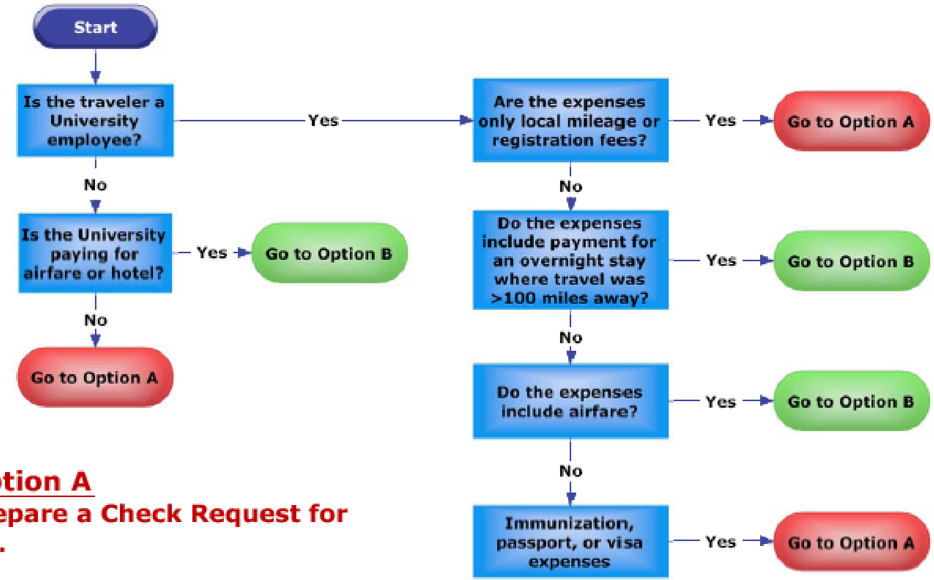
FLOWCHART FOR TRAVEL PAYMENTS

Printable Version of Flowchart

Accounts Payable Dept.
201 S. President's Cir, Rm 145
Salt Lake City, UT 84112

Phone: 801.581.6976
Fax: 801.585.6443
www.ap.admin.utah.edu

Flowchart: Travel Related Expenses



Option A

Prepare a Check Request for AP.

Option B

Register the trip, obtain a travel #, & submit the payment to Travel Accounting.

NEXT DAY PR's

If needed, Accounts Payable can expedite a payment to a vendor.

A payment can be created typically within one business day of receiving the Payment Request.

A handling fee of $12 must accompany all requests for 'Next Day' checks. This can be paid with cash, an offset against the payable amount, or a Campus Order.

Next Day requests received *before* 1:00 PM:	Next Day requests received *after* 1:00 PM:
• The check will be available the following morning of the next business day - provided the Check Request passes expenditure review and all approvals are in order.	• We will do our best to process the request & create a check or payment on the next business day. If we cannot, the request will be processed the next business day, and the check or payment will be prepared on the following day.

A SAME DAY Check is also available.

A handling fee of $24 must accompany all requests for 'Same Day' checks. This can be paid with cash, an offset against the payable amount, or a Campus Order.

All requests for "same day" checks must be hand delivered to an Accounts Payable supervisor, and will be handled responsibly on a case-by-case basis depending upon available resources.

APPENDIX

Back to Table of Contents

THE UNIVERSITY OF UTAH™

STOP PAYMENT INFORMATION

If a check has been lost, or needs to be replaced or voided, fill out a Stop Payment Form. This way, Accounts Payable has a written record of the void or reissue and a record of the reason for the stop payment.

The Stop Payment Request Form can be found on the AP website.

Fax/Send completed form to AP. Include a valid reason for voiding the check, mark whether the check should be reissued or simply voided. Include the check if possible.

It is also acceptable to mark "VOID", the reason for the stop, your name and phone number directly on the check and deliver it to AP.

Stop Payment Form

THE UNIVERSITY OF UTAH™

ADDITIONAL TRAINING AVAILABLE

Financial & Business Services offers a wide variety of training classes.

Click here to see all available FBS classes.

Click here for Limited Purchase Check class availability or to register.

START