

Specialized Accounting Services

ACCOUNTS PAYABLE TRAINING



Agenda

- ✓ Purchasing and Invoices
- ✓ Reimbursements
 - ✓ Hosting
 - ✓ Personal
- ✓ Provide helpful tools
- ✓ Answer your questions

Purchasing

- Plan purchases of operating supplies
- Purchase Order required for \$25000 or greater
- Centralized & Contracted Vendors
- VISA Procurement Card

Invoices

Please Note on the Invoice:

- Vendor Number
- Banner Invoice #
- Index Code
- Account Code
- Amount

***Moving to scanning invoices soon!**

CLOSING DATES

MONTH END CLOSE

- Personal Reimbursements due by 3rd working day.
- Invoices due by 4th working day.

QUARTERLY CLOSE

- September, December & March

Reimbursements

Hosting

- Original Itemized Receipt
- Purpose/Agenda
- No alcohol reimbursed

Personal Reimbursement

- Original Itemized Receipt
- Claimants name, ID#, address
- Business Purpose

Hosting

Meal Limits

Breakfast \$10

Lunch \$15

Dinner \$30

(incl. tips and gratuity up to 15%)

- Hosting is usually done in Portland and not in travel status.
- Expenses for alcohol are not reimbursed.

Hosting

University Place

- It's a **MUST** when PSU is paying for lodging in Portland.
- Guests, candidates, recruits, consultants, etc.
- Third Party Billing Form
- For exception and approval prior to booking at other hotel, provide written memo to the Manager of University Place Hotel, Dennis Burkholder, dburkh@pdx.edu

Reimbursements

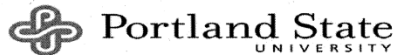
Hosting

- Original Itemized Receipt
- Purpose/Agenda
- No alcohol reimbursed

Personal Reimbursement

- Original Itemized Receipt
- Claimants name, ID#, address
- Business Purpose

Personal Reimbursement


PERSONAL REIMBURSEMENT REQUEST
BANNER INV NO: _____

TYPE OF REIMBURSEMENT: Check one – do not combine funds

PERSONAL FUND
 DEPARTMENTAL PETTY CASH

All information is **REQUIRED** and **MUST** be filled out **COMPLETELY**. Any missing information will result in a **delay** of reimbursement.

PSU EMPLOYEE (FACULTY/STAFF)
 STUDENT
 OTHER

Name Jane Doe	P.S.U. I.D.# 000-00-0000	Department SAS
Address employee's personal address		Contact Name person to contact with ?
City, State, Zip		University Address

DESCRIPTION OF EXPENDITURES

Date	Vendor Name, City, and State	Item Purchased	Amount
	Vendor Name	Stamps	\$8.80
Please apply against an advance <input type="checkbox"/>			Total to be reimbursed
			\$8.80

BUSINESS PURPOSE REQUIRED: Business purpose/benefit to PSU

I certify to the best of my knowledge that the above expenditures are true and correct, were paid directly by me, and that they have not been reimbursed by any other source. I understand that I will be responsible for repaying Portland State University in the event that any of these expenditures are double reimbursed or paid by another party or if this reimbursement amount is otherwise improper or inaccurate.	Claimant's Signature _____ _____ Print Name & Title - REQUIRED	DATE _____
I certify that the expense itemized above is necessary and in accordance with the budget allowance of the department.	Departmental Approval _____ _____	DATE _____

ITEM	INDEX	ACCOUNT	ACTIVITY	AMOUNT
	BAC999	22502		\$8.80
APPROVAL OF THE ATTACHED INVOICE(S) CONSTITUTES CERTIFICATION THAT SERVICES HAVE BEEN RENDERED OR GOODS RECEIVED IN SATISFACTORY CONDITION AND THAT THE ARITHMETICAL ACCURACY OF THE INVOICE HAS BEEN VERIFIED.				
BUDGET APPROVAL			BUSINESS OFFICE APPROVAL	

- INSTRUCTIONS**
1. List expenditures alphabetically by vendor. For more than one purchase from a vendor, list in purchase date order, the oldest first.
 2. Attach ORIGINAL receipt for each expenditure listed. Charge slips to personal charge accounts ARE NOT ACCEPTABLE.
 3. The reimbursement request must be signed by the claimant and their P.S.U. I.D. number must be listed in the appropriate section.
 4. Submit to Accounts Payable.
 5. Payment will be issued to claimant unless it is applied to an advance.

Route to Accounts Payable (BO-SAS) for processing. Keep a copy for your department. (10/2006)

Personal Reimbursements

DO NOT USE FOR:

- Out of State Conference Registration
- 1099 Reportable Services & Repairs
- Capitalized Equipment
- Tuition/Student Support Payments

DISCOURAGED:

- Anything available from Centralized Vendors/Contracted Vendors
- Direct Billed to PSU
- When the P-Card can be used

Direct Deposit (ACH) vs. Check

Direct Deposit:

- Processed Daily
- Saves Money & Time
- Email confirmation
- Reliable

Check:

- Processed once a week(Wed)
- Paper, envelope, mail, manpower
- No email confirmation
- Check fraud, lost

Contact Information

Office - NH 12-A

Mail Code - BO-SAS Fax #503-725-3400

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RESOURCES:

PSU ACCOUNTS PAYABLE FORMS/POLICIES

http://www.pdx.edu/bao/formspolicies#facstf_accts_payable

PSU PERSONAL REIMBURSEMENT GUIDELINES

http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/BAO_Personal_Reimbursement_Guidelines.pdf

OUS HOSTING GUIDELINES

www.ous.edu/cont-div/fpm/genl.56.100.php

SPECIAL HANDLING FORM

http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/BAO_Special_Handling.pdf

W-9 PROCEDURE

http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/BAO_W9_procedures.pdf

QUESTIONS

