

Controllers Office Accounts Payable

Payment of Non Purchase Order Invoices - To establish payment approval for certain items bought without a purchase order.

1. Non-purchase order disbursements must represent goods received and/or services rendered in a manner acceptable to the University as determined by the Policy on Allowable Expenditures.

2. Disbursements will be made only for those items permitted to be paid without a purchase order by the University purchasing policy. Please refer to the list below of Sample Transactions NOT Requiring a Purchase Order.

- Advertising- classified and display
- Awards, donations, scholarships, etc.
- Books, texts, periodicals, educational materials, videos,
- Clipping services
- Conference/Seminar registration fees
- Demurrage charges
- Emergency repairs/preventive maintenance
- Exhibit fees for artwork
- Film rental (contact Media Services)
- Food
- Freight charges not covered on purchase order
- Guest lecturer fees
- Honorariums
- Insurance policies (Treasurer's Office)
- Memberships and dues (professional)
- Miscellaneous payment (deeds, boiler and elevator inspections; legal fees; proofreading fees; assessments)
- Performers' fees
- Postage (stamps and equipment rental)
- Promotional items
- Reprints of publications and technical papers
- Subscriptions
- Telephone bill
- Temporary employment services
- Travel, entertainment and related expenses
- Training
- Utilities

3. Vendors must be instructed to submit invoices directly to the ordering department.

4. Ordering department should forward original invoice or other required documentation (e.g. order form, conference registration form, contracts) to Accounts Payable attached to a completed Accounts Payable Approval form. The completed approval form should contain the following information:

- Index and account code(s) to be charged
- Total amount to be paid
- Authorized signature
- Check handling requirements
 - Mail direct to vendor
 - Enclose invoice with check
 - Check to be returned to ordering department
 - Contact ordering department to pick up check at the Controllers Office

5. Invoices citing vendor discount payment terms will be paid in accordance with such discount terms when cost savings can be realized.

6. Checks will be prepared only if a properly completed Accounts Payable Approval form is received supported by original vendor invoices or other required documentation for each disbursement.

7. Payment requests should be submitted at least one week prior to the date the check is required.

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6/30/2005