

# Departmental Accounts Payable Voucher

## Purpose

The Departmental Accounts Payable Voucher (Direct Pay box checked) is primarily used when there is not a Purchase Order for the goods, services, or payment due; however, the Accounts Payable Voucher (AP Voucher box checked) is used when there is a Standing type Purchase Order, which acts as the receiving document.

## Reference

None

**NOTE:** All links for **supporting documents** are found at the end of this policy.

## Responsible Area

All Areas

## Procedure

The Budget Unit Head/Designee submits payment request on an Accounts Payable Voucher, with the Direct Pay box checked), for the request items listed below: (*this list is not all inclusive*)

**NOTE:** For those reimbursements for refunds, if the person is not in the vendor file, a vendor number is not required, and payment will be processed as a one-time vendor.

	<b>Attachments required for processing:</b>
<ul style="list-style-type: none"> <li>• Alumni/Athletic Fees</li> <li>• Continuing Education Refunds – refunds due to participants</li> <li>• EFT Payments – collection payments</li> <li>• *Parent Plus Refunds</li> <li>• Verizon</li> <li>• NPSB – Principal</li> <li>• SWEPCO – for Natchitoches</li> <li>• City of Natchitoches</li> <li>• Sodexo – Speed Demon Transactions</li> <li>• Legislative Auditor</li> </ul>	<ol style="list-style-type: none"> <li>a. Information required to support payment is entered on the <b>Departmental Accounts Payable Voucher</b>. <i>*NOTE: Parent Plus Refunds are processed using the Student Accounting/Financial Aid Accounts Payable Voucher.</i></li> <li>b. Separate supporting documentation is to be attached to the voucher.</li> <li>c. Any enclosures that need to be transmitted with payments must be identified and attached to the <b>Departmental Accounts Payable Voucher</b>.</li> </ol>
<ul style="list-style-type: none"> <li>• Book Vouchers - Demon Bookstore and Barnes &amp; Nobles</li> <li>• GRC – To Pay for Commissions (Past Students)</li> <li>• Payroll Expenditures</li> <li>• Payroll Refunds – refunds for overpayments on health and life insurance premiums</li> <li>• Refunds for Student Fee Changes</li> <li>• Scholarship Refunds</li> </ul>	<ol style="list-style-type: none"> <li>a. Information required to support payment is entered on the <b>Departmental Accounts Payable Voucher</b>.</li> <li>b. If required, separate supporting documentation is attached to the voucher.</li> <li>c. Any enclosures that need to be transmitted with payments must be identified and attached to the <b>Departmental Accounts Payable Voucher</b>.</li> </ol>

<b>Attachments required for processing:</b>	
<ul style="list-style-type: none"> <li>Cash Advances (Summer Camps, Folk Festival, Student Prizes, Box Office, etc.)</li> </ul>	<ol style="list-style-type: none"> <li>Information required to support payment is entered on the <b><i>Departmental Accounts Payable Voucher</i></b>.</li> <li>If required, separate supporting documentation is attached to the voucher. An example would be a memo requesting that the check be picked up.</li> <li>Submit a <b><i>Cash Advance Agreement</i></b>.</li> </ol>
<ul style="list-style-type: none"> <li>Freshman Connection – Student Refunds</li> </ul>	<ol style="list-style-type: none"> <li>Information required to support payment is entered on the <b><i>Departmental Accounts Payable Voucher</i></b>.</li> <li>Separate supporting documentation is to be attached to the voucher. An example would be a CASHNet printout showing where the individual’s payment was originally made.</li> </ol>
<ul style="list-style-type: none"> <li>One Card System (Wilmore Snacks, Coca-Cola, Sodexo) – payments for One Card usage</li> </ul>	<ol style="list-style-type: none"> <li>Information required to support payment is entered on the <b><i>Departmental Accounts Payable Voucher</i></b>.</li> <li>If required, separate supporting documentation is attached to the voucher. Examples could include the invoice and reconciliation reports.</li> <li>Any enclosures that need to be transmitted with payments must be identified and attached to the <b><i>Departmental Accounts Payable Voucher</i></b>.</li> </ol>
<ul style="list-style-type: none"> <li>Postage Meter &amp; Refills – to replenish postage for campus post office postal machines</li> </ul>	<ol style="list-style-type: none"> <li>Information required to support payment is entered on the <b><i>Departmental Accounts Payable Voucher</i></b>.</li> <li>If required, separate supporting documentation is attached to the voucher. An example would be the invoice.</li> </ol>
<ul style="list-style-type: none"> <li>Travel Advances</li> </ul>	<ol style="list-style-type: none"> <li>Information required to support payment is entered on the <b><i>Departmental Accounts Payable Voucher</i></b>.</li> <li>Submit a Travel Advance Agreement. <b><i>NOTE: Travel Advance Agreement must be approved and signed by Travel department before being processed by Accounts Payable.</i></b></li> </ol>

## Instructions for Completion of the Accounts Payable Voucher

### Budget Unit Head or Designee

- Complete the ***Accounts Payable Voucher*** entering the following:
  - Date Prepared**
  - Mark the appropriate “Accounts Payable Voucher” type: AP Voucher, Direct Pay, Credit Memo, or General Encumbrance
  - PO Number:** (AP Voucher only) Enter the PO Number, if applicable, for Accounts Payable Voucher only. This is only used if the AP Voucher box is checked.
  - GE Number:** (General Encumbrance only) Enter the GE Number, if applicable, for Accounts Payable Voucher only. This is only used if the General Encumbrance box is checked.

- e. **Vendor Number:** Enter the Vendor ID number located by query on Banner Form FTIIDEN. See the Vendor Information section in the Purchase Requisition Processing User's Guide in the Banner Finance Departmental User Guides.

*NOTE: Do not enter anything if it is a One-Time Vendor.*

f. **Vendor Name**

- g. **Remit to Address:** *(Required)* Enter the Vendor's address where the check will be mailed to.

- h. **Document Text:** Used to communicate special instructions necessary to complete the Accounts Payable Voucher process, i.e. if supporting documents are being submitted.

- i. **Partial Payment:** *(Not used for Direct Pay)* Check this box for partial payment of the Purchase Order or Encumbrance.

- j. **Final Payment:** *(Not used for Direct Pay)* Check this box for final payment of the Purchase Order or Encumbrance.

- k. **Pick up Check\*:** Check this box if someone is requesting the check to be picked up and not mailed; however, it is University policy to mail checks.

*\*All vendor checks are mailed directly from the Business Affairs Office. If it becomes necessary for someone to pick up a check, a signed, written request from the Budget Unit Head is required indicating the person who is to pick up and sign for the check. Picking up checks is not a preferred practice. If you pick up a vendor check, it is your responsibility to communicate with the vendor should any questions arise concerning that payment.*

- l. **Enclosure:** Check this box if vendor is requiring enclosures with checks.

m. **Vendor Invoice Date**

n. **Vendor Invoice Number**

*NOTE: Do not enter anything if there is no invoice number.*

o. **Description of Services or Product**

p. **Vendor Invoice Amount**

q. **Vendor Invoice Total**

- r. **Commodity Level Accounting or Document Level Accounting:** Identifies the accounting distribution for your expenditures

- i. **Commodity Level Accounting:** It is the default for all requisitions and should not be changed
- ii. **Document Level Accounting:** Do not check this box unless approved by Business Affairs – Purchasing Section

- s. **Index:** Enter Index if a Budget Unit Account. Fund, Organization, and Program will populate. If for a Fund's General Ledger account, enter the Fund "number" and the General Ledger account number.

- t. **Account:** Expenditure or Revenue Account to be charged or credited for the Indexes, Operating Ledger, or the Fund's General Ledger Account.
  - u. **Description:** Short description to be printed in transaction file.
  - v. **Amount:** Amount to be posted to the Index or the Fund.
  - w. **Total:** Subtotal the accounting distribution. It should be equal to the Invoice(s) Total.
2. Prepare sign and date, forward to Budget Unit Head for review and approval.
  3. Budget Unit Head sign and date approved Accounts Payable Voucher and route the original document to Business Affairs – Accounts Payable Section.

#### Business Affairs – Purchasing Section (Direct Pay only)

4. Reviews Departmental Accounts Payable Voucher and supporting documentation for approval, sign and date.
5. Route to Business Affairs – Accounts Payable Section.

#### Business Affairs – Accounts Payable Section

6. Completes and corrects required fields of data.
7. Completes “For Accounts Payable Use Only” section, sign and dates “Accounts Payable Voucher.”
8. Processes “Accounts Payable Voucher”
9. Routes processed “Accounts Payable Voucher” to Business Affairs – Data Control Section.

#### Business Affairs – Data Control Section

10. Matches “Accounts Payable Voucher” with Check Number or Direct Deposit number, and records the Check Number or Direct Deposit number on the “Accounts Payable Voucher”.
11. Verifies transaction posting.
12. Files in “paid Check file” by Check Number, or in “paid Direct Deposit file” by the Direct Deposit number.

## Supporting Documents

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[Accounts Payable Voucher](#)

[Accounts Payable Voucher Continuation](#)

[Student Accounting/Financial Aid Accounts Payable Voucher](#)

**NOTE:** Supporting Documents can also be found on the Business Affairs website listed under the [Documents/Forms Link](#).