

GUIDELINES FOR ACCOUNTS PAYABLE



Please review and follow the accounts payable guidelines listed below to ensure the appropriate procedures are followed when beginning the payment/reimbursement process.

Vendor Payments

- Invoices: Budget Code, Budget Approval, Copy of Purchase Order (if applicable), and Request for Payment form is preferred
- Contracts: Copy of Contract with Vendor and VPBA's signature, Vendor's W-9, Budget Code, Budget Approval, and RFP form is preferred

Employee/Student Payments

- Student Stipends: Payee Name, M Number, Address to which the payment could be mailed, Budget Code, Budget Approval, and RFP form is preferred
- General Reimbursements: Completed RFP form is required, Itemized Receipts, and Proof of Payment
- Travel Reimbursements (see box): Completed Expense Reimbursement form is required, Travel Authorization, Itemized Receipts, and Proof of Payment

Travel Requirements:

Before Travel

- Request for Travel Authorization
- Mileage In-Lieu of Airfare Worksheet (possible)
- Travel Request for Payment

After Travel

- In-State Travel Reimbursement Form
OR
- Out-of-State Travel Reimbursement Form
- Lost Receipt Report (possible)

Please find further details regarding the above mentioned requirements listed in the detail below:

- **Request for Payment (RFP)** – A request for payment is required when requesting payment on invoices for goods and/or services; it must contain budget director approval signatures, budget numbers, invoice and/or signed contract
- **Purchase Order (PO)** – A purchase order is generated upon the submission of a requisition for purchase order; it requires approval from the Vice President of Business Affairs. Once the purchase order obtains approval, it is sent to the department and/or the vendor for processing. *Please note – an approved purchase order is not a request for payment.*
- **Contract** – A contract is required for all instances where the University receives a service from an individual or a business and should outline the terms of the agreement, services rendered, payment schedule, and must be signed by the provider and the Vice President of Business Affairs.
- **Request for Travel Authorization** – Before traveling, approval to be away from campus must be obtained in accordance with established procedures. Approved authorizations provide necessary documentation for the University's insurance program.
- **Mileage In-Lieu of Airfare Worksheet** – Before traveling, this worksheet must be completed when traveling out of state in your personal vehicle. It should be submitted with your Travel Authorization.
- **Travel RFP** – Before traveling, a travel request for payment is used when you wish to be reimbursed for expenses you have already incurred, such as transportation and registration.
- **In-State Travel Reimbursement** – After traveling, an In-State Travel Reimbursement form will be completed for any travel that took place within the State of Alabama and does not qualify for the reimbursement of actual expenses. If the In-State Travel is for purposes of attending or assisting in hosting a convention, conference, seminar, or other meeting of a state, regional, or national organization of which the state or individual is a dues-paying member that is held within the state shall be allowed all of their actual and necessary expenses in addition to the actual expenses for transportation. You would then use the Out-of-State form.
- **Out-of-State, Qualifying In-State, and International Reimbursement** – After traveling, an Out-of-State Travel Reimbursement form will be completed for any travel that took place within the state (qualifying as mentioned above), outside of the state, or internationally.
- **Lost Receipt Report** – After traveling, the lost receipt report may be completed to replace any required documentation that may have been misplaced.