

## Accounts Payable Overview

*To obtain a check for goods, services, registrations, memberships, subscriptions, or reimbursements requires a purchase order or a direct pay invoice (VC Check Requisition, VC Travel Reimbursement Request or Club/Organization Withdrawal Request).*

**DIRECT PAY INVOICES** – Expedites certain types of transactions that do not require the use of a purchase order, yet do not circumvent the College's and the State of Texas procurement guidelines.

The intent of direct payments is to identify expenditures that do not require any type of quote or bid process, thus quickly and efficiently processing payment. Direct pay invoices are for select transactions and include legal fees, architect fees, advertising, registration fees, travel-related expenses, club withdrawals, and utilities.

**Direct Pay Invoice** forms are available in the Pirate Portal:

- [VC Check Requisition](#)
- [VC Travel Reimbursement Request](#)
- [Club/Organization Withdrawal Request](#)

**PURCHASE ORDERS** – All other purchases must go through the requisitioning process **prior** to purchasing any product or service. Placing an order with a vendor without a properly executed purchase order violates board policy and is invalid. Violators will be held accountable for these types of transactions. These invoices are returned to department personnel to provide a required memo stating why proper procurement procedures were not followed. The memo must be signed by the appropriate Administrative Council representative.

Payees, both vendors and employees, are required to be available as active vendors in Banner.

**New Vendors:** Are processed by Purchasing Department

- [New Vendor Request Form](#) is located in the Pirate Portal;
- Send completed form to [Lydia.Huber@victoriacollege.edu](mailto:Lydia.Huber@victoriacollege.edu) or via FAX at 361.582.2464

### **Employees:**

If you are not able to retrieve a vendor number (V#) in FPAREQN or FAAINVE, contact Purchasing – Lydia Huber by email at [Lydia.Huber@victoriacollege.edu](mailto:Lydia.Huber@victoriacollege.edu) with the following information:

- Vendor Name
- Campus Location

### **Purchase Orders:**

- **Blanket Purchase Orders:**
  - Blanket purchase orders are used for purchases by the same vendor using different budget codes (e.g. Dell, Marfield, etc.);
  - Vendor invoices received in the Business Office for any "Blanket PO's" will be sent to the department for written approval on the original invoice (ex: PO number, budget number, vendor number, receiving reports from Central Receiving, and original, dated signature). Please also note if the invoice is the final invoice for the PO (ex: "FINAL PAYMENT"). This will allow Accounts Payable to process a final payment for the "Blanket PO".
  - Verify balance on funds available of "Blanket Purchase Orders" – prior to submitting invoices for payment (FPIBLAR)
  - Email invoices to [accountspayable@victoriacollege.edu](mailto:accountspayable@victoriacollege.edu) to ensure that invoice(s) are received by the department or send them directly to [Letrice.Montgomery@victoriacollege.edu](mailto:Letrice.Montgomery@victoriacollege.edu).

1/2/2019

- **Regular (Open) Purchase Orders:**

- Invoices are paid according to the budget number(s) referenced in the original purchase order.
- If payments should be allocated other than as stated in the original purchase order, request a change order from Purchasing, Lydia Huber x6461 or [Lydia.Huber@victoriacollege.edu](mailto:Lydia.Huber@victoriacollege.edu).
- If an invoice exceeds the purchase order amount, a change order must be requested from Purchasing: Lydia Huber x6461 or [Lydia.Huber@victoriacollege.edu](mailto:Lydia.Huber@victoriacollege.edu).
- If a change order is not requested and the budget referenced is incorrect, contact Tracey Bergstrom, Director of Finance, at [tracey.bergstrom@victoriacollege.edu](mailto:tracey.bergstrom@victoriacollege.edu) to request a journal entry be made to reclassify the transaction(s).
- Please make any special notes (ex: call when check ready for pick up, PO# changes/additional PO, etc.) in document text and on vendor invoice.
- Please monitor your purchase order transactions and verify that all items received are paid.
- (FGIENCD) – to check balance history
- (FOIDOC)- PO status, VC invoice payment status, and check number.

Questions regarding purchase orders and procedures should be directed to:

Lydia Huber                      361-572-6461 or [Lydia.Huber@victoriacollege.edu](mailto:Lydia.Huber@victoriacollege.edu) – Director of Purchasing

Joyce Marshall                361-573-3291, x3244 or [Joyce.Marshall@victoriacollege.edu](mailto:Joyce.Marshall@victoriacollege.edu)

**All vendor invoices** should be mailed to the Business Office, Accounts Payable at the address below or emailed to [accountspayable@victoriacollege.edu](mailto:accountspayable@victoriacollege.edu)

Victoria College 2200 East Red River Attn: Business Office Victoria, Texas 77901
---

**PROCESS OF ALL PAYMENTS**

**INVOICE APPROVAL PROCEDURES**

- Sign and date invoices sent for approval in appropriate area;
- Return original to the Business Office;
- Do NOT make unnecessary notations on the invoice(s), as the Business Office uses specific stamps;
- You MAY make notes in an attachment;
- Make sure the department **16-18 digit account numbers** is on the invoice or receipt;
- Payments will not be processed without referencing the current, correct purchase order; if PO is not printed on the invoice, be sure to include it with all other approval information;
- Make sure the department administrative assistant gets a copy of the invoice or receipt before returning it to the Business Office for payment;
- If package(s) is (are) received by the department, send the signed delivery receipts to the Shelly Ninke in Central Receiving;
- Travel reimbursement requests and check requisitions received in the Business Office before close of Business on Monday will be processed the same week and should be ready on Friday, barring unforeseen circumstances;
- During Summer Hours, checks are disbursed on Thursdays.

1/2/2019

## **VENDOR PAYMENTS**

- Accounts Payable CANNOT process payment from the following, as these are not deemed a valid invoice:
  - Proforma Invoices;
  - Packing slips;
  - Order tickets;
  - Quotes/estimates;
  - Statements.
- All invoices submitted for payment must contain and/or reference the following:
  - Original, dated signature(s);
  - Budget number;
  - Purchase Order number;
  - Vendor number;
  - Receiving reports from either Central Receiving or department personnel;
  - Any other information that may be deemed as relevant to that particular charge.
- Any paperwork received incomplete is returned to the appropriate person or department for correction.
- Accounts Payable personnel process vendor payments on Fridays (*unless otherwise notified*) for invoices received in the Business Office before close of business on the preceding Monday. Invoices received in the Business Office *after close of business on Monday* will be included in the following week's processing.
- Emergency payments may be included if it has been identified as an emergency by the appropriate Administrative Council representative.
- Accounts Payable, in accordance with the Texas 30-day payment law, will process net 30 days payment on the 25<sup>th</sup> day from the date of the invoice. Net 15 will be paid on the 10<sup>th</sup> day; net 10 the 5<sup>th</sup> day.
- Credit Memos also require approval to process credit and require a current purchase order.

## **TRAVEL:**

- Travel / Mileage Reimbursement follow the rules as stated in the Travel Policy located in the Pirate Portal.
  - [VC Travel Reimbursement Policy](#)
- Submit both proof of payment and **original, itemized** receipts.
- When traveling or buying a product, please utilize the following forms, which are available on the Pirate Portal.
  - [Texas Sales & Use Tax Exemption Certificate](#)
  - [Texas Hotel Occupancy Tax Exemption](#)
- The college requires a *detailed receipt* for meals;
- Meal receipts include both an *order detail receipt* and the credit card charge, which shows the order total and any tips;
  - The credit card receipt is *not sufficient documentation for reimbursement*;
- Alcohol and excessive tips *will not be reimbursed*;
- Please see the [Procurement Card Procedure Manual](#) (p-card) for specific instructions regarding purchases made with your p-card.

## **HEB:**

- Use HEB card (*unless you use a procurement card*) that has been either assigned to your department or checked out in the Business Office;
- Make sure to have a Purchase Order **open** before you make any purchases at HEB;
- HEB provides one receipt with a detail of items purchased; make sure all approval information (see above [Invoice Approval Procedures](#)) is present either on the receipt or attached on a separate sheet of paper;
- Return approved HEB receipt to the Business Office promptly (preferably on the same business day);
- If receipt is lost, the Business Office will need to contact HEB for a copy.
  - NOTE: HEB charges \$5.00 to provide a copy of the receipt and your departmental budget will be assessed the fee.

1/2/2019

**ENTERPRISE:**

The Business Office will need the following to process Enterprise invoices:

- Rental agreement (yellow or pink copy);
- Legible signature;
- Purchase order number;
- Budget number to be charged.

**CATERING:**

All catering charges to **ANY** catering company must be submitted with the following:

- Quote or itemized paperwork;
- Description of service, date, number served, and any other relevant information;
- Purchase order number;
- Budget number to be charged.

**HOTELS:**

Hotel stays for institutional and grant-related travel are reimbursed as stated in the Travel Policy located in the Pirate Portal:

- [VC Travel Reimbursement Policy](#)
- Utilize the following forms for tax exemption for hotel stays:
  - [Texas Hotel Occupancy Tax Exemption](#)

**Victoria College Accounts Payable Department**

Laura Perez                      361-582-2532 – Business Office Manager / Supervisor

Letrice Montgomery      361-582-2567      [Letrice.Montgomery@victoriacollege.edu](mailto:Letrice.Montgomery@victoriacollege.edu)

**FAX: 361-582-2464**

accountspayable@victoriacollege.edu