PROCEDURE:

I. Disbursements to vendors for University purchases are processed by the Business Office.

A. The following forms are available online through Business Services or Faculty/Staff IT Forms:
   1. Banner Payment Authorization (BPA)
   2. Travel Authorization
   3. Hospitality Approval Form
   4. Contracted Services Agreement
   5. Independent Contractor Checklist
   6. Outgoing Foreign Wire Transfer

B. Secure an original itemized, detailed invoice from the vendor for goods and/or services. Statements will not be accepted (unless stated as the only document furnished by the vendor). If no invoice is available, then use the lower left box on the BPA to itemize the costs.
   a. The Business Office will not pay from packing slips, order confirmation or pro-forma invoices.

C. Verify the invoice is correct in every detail. If there are errors, contact the vendor for a corrected invoice.

D. Sign the BPA in blue ink with the vendor's name and remit to address. BPA Form Complete the payment line with Index #, Account Code, amount, and Purchase Order (PO) (if applicable). In the Information box, list the remittal information. Please abbreviate when possible. We recommend the following information in order:
   a. Department name
   b. Customer or account number
   c. Invoice number
   d. Invoice amount (if different from the billed amount)
   e. Indicate discounts if taken.

E. Attach the original invoice(s) to the back of the BPA. Invoices smaller than the BPA should be taped to a full size sheet of paper. If there are multiple invoices to the same vendor, run an adding machine tape and attach to the upper left corner of the top invoice.
   a. The original invoice is required. Business Services sends out copies of invoices and will attach the original when the BPA is processed.
   b. W9’s are required for any Vendor or Individual that is not currently active in the system.

F. Obtain the appropriate signature(s).
   a. Fund Controller signatures are required before payment.
      (1) Fund Controllers can be updated in Financial Services
      (2) Fund Controllers cannot be signed by other persons unless previously approved.
      (3) If more than one signature is required, check that all are on the BPA prior to sending to Business Services.
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G. Forward original copy of the approved invoice with the BPA to Accounts Payable in Business Services.

H. Each department should keep a record of invoices processed for payment. These will be used to verify monthly reports.

I. The "prompt payment" law enacted by the 48th Legislature requires State agencies to pay most claims within 30 days, unless otherwise stated in a contract or agreement; or pay interest at a rate of .05% a day (18.25% per year) on the unpaid balance.

J. Original documents are required when submitting BPA's.

*** All payments are run through the University Accounts Receivable and the Department of Revenue in the process. Any University/State owed money is automatically taken towards any debt owed.