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 Pre-Approval in Chrome River
      3. Hospitality Approval Form
      4. General 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 right 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. Complete the Banner Payment Authorization (BPA) through DocuSign choosing individual (person) or vendor (business) for proper routing and include the vendor's name and remit to address. 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 invoice(s), and all other required documents to the BPA
      a. W9’s are required for any Vendor or Individual that is not currently active in the system or requires an address change.
      b. Hospitality Forms.
      c. General Service Agreements.

   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, make sure all fund controllers are included when creating DocuSign BPA.

G. DocuSign will forward the BPA and supporting documentation through the routing as designated. Completed copies will be sent to the initiator and Business Services for payment.

H. 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.

*** 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.