

WASHINGTON COLLEGE

Accounts Payable Office

I. Requesting payments for goods and services.

The yellow **Requisition** form is used to request payments to outside vendors for goods and services, to obtain reimbursement of expenses **other than travel expense reimbursements**, and to generate a College Purchase Order.

To generate a Purchase Order, simply check the appropriate line "YES" at the top of the form. Do NOT request a Purchase Order for goods that have already been ordered or received. This is meaningless paperwork, and can also result in the vendor duplicating the order.

Be sure to attach all necessary backup documentation to the requisition. This may be the original invoice, contract, order form, letter of invitation to speak on campus, registration form, receipt for purchase, or other documentation appropriate to the request.

Payable to: Fill in the **legal name** and full address of the vendor. Do not use nicknames.

PLEASE NOTE: If payment is to be made to an individual or unincorporated business for services, the IRS requires that a W-9 be completed and on file to provide accurate TIN identification. The Business Office can tell you if the vendor information is already on file.

Charge Account No.: Include the full account number to be charged. This number must include the fund, department, and line item to be charged in order to be complete. It should be in the following format to be complete: X-XXXX-XXXXX. It is the responsibility of the budget manager to assign the correct account number to the transaction. The Accounts Payable staff **does not have the authority to charge a budget**. Therefore, incomplete account numbers will result in paperwork being returned for clarification and will delay the processing of the request. If you need assistance or have questions regarding your account numbers, please contact the Controller at X7224.

Description: This description should explain the **business purpose** of the request. Include a sufficient explanation of what you are purchasing or why you are requesting that payment be made to this vendor. If payment is for an event, the **date of the event** must be included. This description appears on the permanent accounting records of the College, and therefore needs to be meaningful.

Date Needed: This must be an actual date. The system does not recognize "ASAP" as a date on which to generate a check. Because checks are printed once per week, Due Dates are usually the Thursday of the week before the payment is due to the Vendor.

Requested by/Approved by: Be sure that the request has the appropriate signature, that is, the signature of the person responsible for the budget to be charged. If the requestor is not the same person as the budget manager, both should be filled in. **NOTE: The Payee CANNOT be the same person as the Approval signature.** When requesting reimbursement for expenses paid personally, be sure to attach the **original receipts** and have the approving signature of the budget manager, or, if the requestor is the budget manager, the signature of the appropriate supervisor. (for faculty, this is the Dean)

Special Instructions: Indicate here any special treatment needed. For example, if the check must be delivered by other than regular mail, or if there is an attachment (such as a letter or registration form) to be enclosed with the check. If there is an enclosure, please include a copy for the files so the original can be mailed with the check. Do **not** request that the check be returned to the requestor unless there is a bona fide business purpose.

II. Requesting payments for travel, meals and entertainment.

Travel advances are requested by using the yellow requisition. The business purpose, location and dates of travel must be included on the requisition, as well as the account number to be charged and the appropriate approving signature.

Travel reimbursement requests are to be submitted on the (lavender) Travel Expense Report. Please see *Guidelines for Travel and Reimbursements* for detailed information on completing this report.

III. Distribution.

Checks will generally be mailed via campus mail on the Friday following the week your request is received. However, due to the volume of requests, this one-week turnaround is not automatically guaranteed. Please allow the Business Office staff as much lead time as possible. If you have an immediate request that is time critical, please contact the Accounts Payable office personnel directly regarding the request.

All checks to outside vendors are mailed directly from the Controller's Office, unless there is a genuine need for special handling. This is done to facilitate tracking payments and responding to vendor inquiries. Reimbursement checks to employees are mailed on Friday via campus mail. Student reimbursement checks are placed in student mailboxes.

The information as indicated above is necessary in order to maintain the integrity of our accounting records and allow us to maintain a reasonable workflow.

Any questions regarding the appropriate completion of travel or other requisitions should be directed to the Controller's Office or Accounts Payable Office staff.