Payment Types Processed in Accounts Payable

Catering Services and Restaurants—In addition to a purchase order, payments for food require an itemized invoice which specifically states the foods and beverages served and the individual costs. If the payment is to be made from a grant, a copy of the Grant Budget Release (GBR) is required to support the payment of food from the grant. Food is not an allowable expense from E&G funds, and payments for alcoholic beverages and bartender charges are strictly prohibited from all state funds. Payment for tips is limited to 18% for non-grants and 15% for grants. Advance payment for food is not authorized unless specifically approved by Purchasing.

Commodities—Commodity payments usually require only an itemized invoice, a purchase order and an online FAST receipt. The vendor name on the invoice should match the vendor name on the purchase order, and the items billed should match the items ordered on the purchase order. Be sure to receive the goods in FAST so that when the invoice is processed in Accounts Payable, a payment to the vendor will be generated.

Contractual Services—Payments for contractual services require a purchase order, an online FAST receipt, an itemized invoice showing the date(s) of service, the rate of pay (hourly/daily/task), and the total amount owed. The invoice should be on the vendor’s letterhead and contain the correct remit address. Services other than those approved on the purchase order, either different dates of service, or different amounts, will not be processed without a change order to the purchase order.

Construction—Payments for construction projects require a purchase order, an online FAST receipt, an invoice from the vendor, and a signed copy of the Certificate of Contract Completion (if specified in the purchase order).

Freight—Payments of freight invoices to vendors such as UPS, FedEx, and DHL, do not require a purchase order, or a Payment Request Form. The invoice may be forwarded to Accounts Payable with the department’s Chartfields affixed to the first page of the invoice. Please ensure that each part of the Chartfields string is correct, and that all pages of the invoice are included so that payment to the vendor will not be delayed. Charges for late fees and “miscellaneous” will be deducted from the invoice.

Hotels—Payments to hotels for conferences must be supported by a purchase order, an online FAST receipt, and an itemized invoice from the vendor showing all charges for food and beverages, meeting rooms/conference rooms, audio equipment, service charges, set up charges, and tips/gratuities, and sleeping rooms. If the charges are to be paid from a grant, the GBR is required to support the payment, and gratuities are limited to 15%. Any charges that are not allowed, such as room service, bar charges, or excess gratuities will be deducted from the invoice.

Independent Contractors—Payments to independent contractors for services to the University require a detailed/itemized invoice from the vendor, showing the service(s) performed and the exact date of performance, a purchase order, and an online FAST receipt. Payment will not be made in advance, unless specifically approved by Purchasing and included on the purchase order.

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Memberships—Payments for memberships are processed on a Payment Request Form with a copy of the membership renewal. The Payment Request Form must include a statement of business justification for the expenditure.

Moving of Household Goods—Accounts Payable processes payments for the moving of household goods, usually associated with a new hire at the University. In addition to a purchase order and an online FAST receipt, the following documents are required to support payment: the vendor’s itemized invoice, bill of lading, freight bill, and a household goods inventory. All of these documents will accompany the invoice from the vendor. Also, a signed/approved “Request for Authority to Pay Moving/Storage Expenses” is required to process payment. This document must be approved by Purchasing prior to move. Any disallowed charges, such as unpacking and extra valuation/insurance, will be deducted from the invoice.

Petty Cash—Reimbursements to petty cash funds are processed on a Payment Request Form. Copies of all receipts must be included, a detailed explanation of charges, and the GBR (if to be paid from a grant) must be attached to the Payment Request Form. See the following website for more details regarding Petty Cash: http://usfweb2.usf.edu/uco/accounting/Petty%20Cash.asp

Postage—Expenses for postage, whether to purchase stamps, or replenish postage meters, are processed on a Payment Request Form. No backup is needed; a description of the charges will suffice, such as “Purchase of 100 .49 stamps to be used for ...” or, “To replenish meter number 1234567.” However, the complete and correct Chartfields string must be on the Payment Request Form. Checks issued in payment of postage are not mailed, but are marked for pickup by the University department representative as noted on the Payment Request Form.

Reimbursements—Reimbursements to University personnel are processed on a Payment Request Form. A copy of the receipt showing the purchase and payment should be attached to the Payment Request Form. If the reimbursement is made from a grant, a copy of the GBR should be attached. Since the payee is not tax exempt, be sure to include Florida state sales and use tax on the amount to be reimbursed.

Refunds—Refunds for non-student accounts are processed in Accounts Payable on a Refund Request Form which may be found on the University Controller’s Office website at: http://usfweb2.usf.edu/UCOTraining/formsdocs.asp. Once completed by the originating department, the form should be routed to ARADJ@admin.usf.edu (the Central AR Office). The AR Office will review the form to confirm that a refund is appropriate, and then forward the form to Accounts Payable, where the refund will be processed for payment.

Subscriptions—Subscriptions are processed on a Payment Request Form. The renewal notice may be attached to the completed Payment Request Form and submitted to AP for processing.