

Purchasing and Accounts Payable Quick Reference Guide

	NAME OF FORM	WHAT IT'S USED FOR	WHERE TO SEND IT	REQUIRED SIGNATURES
(1)	Employee Travel Expense	<ul style="list-style-type: none"> •To request reimbursement for all Employee Travel & Entertainment Expenses •To request Travel Advances •To substantiate Travel Expenses charged using the MU Corporate Card for Travel (Must include original receipts to document expenses; see Travel Policy) 	<ul style="list-style-type: none"> •If reimbursement is required, Accounts Payable •If <u>no</u> reimbursement is required, Purchasing Card Coordinator 	<ul style="list-style-type: none"> •Employee •Immediate Supervisor and Budget Manager
(2)	Payment for Contracted & Professional Services	<ul style="list-style-type: none"> •To request payments made to individuals who are not employees or to organizations for contracted or professional services. This includes, but is not limited to, payments for services such as, legal, auditing, architectural, engineering, contractors, athletic officials, performers, entertainers, models, consultants and insurance premiums etc. (Attach an original invoice and/or contract and include purchase order number if applicable) 	<ul style="list-style-type: none"> •Payments to Individuals (not incorporated), Human Resources (After approval, Human Resources will forward to Accounts Payable) •Payments to Partnerships and Corporations, if to be applied against a purchase order, Purchasing, otherwise directly to Accounts Payable. 	<ul style="list-style-type: none"> •Budget Manager
(3)	Expense Voucher	<ul style="list-style-type: none"> •To request payments not listed in (1) or (2) above, such as memberships, subscriptions, registrations, hotels, travel agents, vehicle/bus rentals, advertising, reimbursements to employees for purchases of business related materials in excess of \$75.00 and non-employee travel reimbursements. (Reimbursements of \$75 or less may be reimbursed by Department or Cashier's Office Petty Cash) 	<ul style="list-style-type: none"> •Accounts Payable 	<ul style="list-style-type: none"> •Budget Manager
(4)	Purchase Requisition	<ul style="list-style-type: none"> •All purchases of supplies and equipment, except for supplies purchased using the Purchasing Card. •All professional and contracted services including, architectural, engineering etc, where total cost of service has been determined. Attach a copy of the contract or proposal to the requisition. When an invoice is received for such services, it should be attached to a Payment For Contracted and Professional Services form and signed by the appropriate budget manager indicating the purchase order number to be charged and then forwarded to the Purchasing Department. •Pre-payments are processed on a Purchase Requisition. Pre-payment requisitions must be accompanied by a written prepayment request from the vendor. 	<ul style="list-style-type: none"> •Purchasing Department 	<ul style="list-style-type: none"> •Requisitioner •Budget Manager •Director of Purchasing
(5)	Purchase Order	<ul style="list-style-type: none"> •A Purchase Order can only be issued by the Purchasing Department. The Purchase Order is a five (5) part form that is used to place orders with vendors for materials, parts, supplies, equipment, repairs or services. 	<ul style="list-style-type: none"> •Copies are transmitted by the Purchasing Department to the vendor, requisitioner, Receiving and Accounts Payable. A copy is on file in the Purchasing Office. 	<ul style="list-style-type: none"> •Director of Purchasing
(6)	W-9	<ul style="list-style-type: none"> •All new vendors must complete this form (In order to comply with IRS regulations, we are required to have the correct taxpayer identification numbers on file for <u>all</u> our vendors.) 	<ul style="list-style-type: none"> •Accounts Payable 	<ul style="list-style-type: none"> •Vendor
(7)	Non Profit Exempt Organization Form ST-5	<ul style="list-style-type: none"> •MU is a Sales Tax Exempt Organization; some vendors require this form in order to <u>not</u> charge sales tax at point of sale. •Original signed forms must be obtained from Accounts Payable •Bring this form with you when making purchases off site if required by vendor 	<ul style="list-style-type: none"> •Given to and retained by seller 	<ul style="list-style-type: none"> •Controller