Am I paying a Vendor directly?

Stop; see processes for paying or reimbursing an employee or student

No

**Processing Invoices for Vendors**

Yes

Do I have a statement from the vendor?

Do I have an invoice from the vendor?

No

Stop- you need documentation (invoice) from the vendor

No

Yes

Yes

Contact vendor and request a copy of the invoice.

Is payment for services?

No

Stop- call Accounts Payable (5130) for help

Is payment for travel, meals or entertainment

Is payment for supplies?

No

No

Yes

Stop- See how to Process a TME

Yes

Yes

Do you have a PSC and W9?

**Important Info needed for Processing Invoices**

If you have a stamp use the stamp- but either way be sure to include on the invoice:

1. Department Name
2. G/L account number (s)
3. Department Signature
4. Budget officer signature if over $5,000
5. If business purpose is not listed on invoice, be sure to write it on the invoice

In Colleague:

1. Use the invoice # from the vendor in the invoice number field
2. Use the date of the invoice in the invoice date field
3. In Desc field- use our account number from the vendor- or some other description that will reference the invoice you are paying.
4. Check for sales tax. If not paid, make sure to mark ‘UT’ in the tax codes field if applicable.

Yes

Process the invoice (enter the voucher) and forward to A/P for payment

No

Obtain a W9 and a PSC, if applicable