Objectives

- Overview of CAS functions
  - Purchasing Assistance and info on Contracts
  - Invoice Approval
  - Personal Reimbursement Review and Approval
  - Centralized Billing
  - Issue payments to vendors
  - Month, Quarter, and Year end close

- Documentation
- Commonly Made Mistakes
- Provide Helpful Tools
- Question and Answer
Do You Need a Contract?

You do IF:

- The vendor attaches terms, agreements, and conditions to a quote or invoice.
- The quote or invoice requires a signature by someone with Delegated Signing Authority at PSU.
- E-mail contracts@pdx.edu for help.

- If you have a contract #, add it in FOATEXT!
PERSONAL SERVICES CONTRACT (PSI)

**PSC** (short form) is now paid through **PSI** (Personal Service Invoice)

**PSI** forms are located at

[http://www.pdx.edu/purchasing-contracting/](http://www.pdx.edu/purchasing-contracting/)

Always use this link in case form has any changes to it

**COMPLETED AND SIGNED PSIs** are to be sent directly to Campus Accounting Services.
PSI - CONTINUED

- Dollar threshold is $5,000 per PSI
- $5K threshold per department, not per index
- No splitting payments to avoid $5K threshold
- One payment only per PSI!
- Service must be performed within 3 weeks of payment
- Must have all appropriate signatures (ex. Payee, Department Authorized Signature)
- No alterations of PSI form of any kind. If vendor needs alterations, CAPS must be involved
CAS Functions

- Invoice approval
  - Audit Invoices
  - Final approval on invoices
- Personal reimbursement review and approval
  - Hosting
  - Other reimbursements
- Centralized billing
  - Create invoice to pay bill
  - Prepare JV to expense appropriate departments
- Issue payments to vendors
  - Checks-only on Wednesdays
  - Direct Deposit-daily
- Month, Quarter, & Year End Close
- Purchasing assistance-Vendor Set-up
Purchasing Assistance

• Operating supplies? **USE P-CARD**
• $25,000 or over? Use Purchase Order
• Vendor Setup
  • Forward all address change requests to vendset@pdx.edu
  • W9 needed for new vendors—**these should be faxed to 503-725-3400 or hand delivered**
  • Forward all bankruptcy/assignment notices to CAS
BANNER TRAINING

- Contact Dan Weiss at fishelp@pdx.edu
- Banner Training Opportunities online
  - Intro to Banner
  - Direct Pay Invoicing
  - Purchase Orders
  - Regular Pay Invoicing
FOIDOCH is your friend!
## Vendor History

<table>
<thead>
<tr>
<th>Vendor Invoice</th>
<th>Invoice</th>
<th>Approval</th>
<th>VIC</th>
<th>Memo</th>
<th>Paid</th>
<th>Cancel</th>
<th>Vendor Invoice Amt</th>
<th>Due Date</th>
<th>Check Date</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>08021234</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>$100.00</td>
<td>25-AUG-2014</td>
<td>27-AUG-2014</td>
<td>104855644</td>
</tr>
<tr>
<td>1002</td>
<td>08021482</td>
<td>Y</td>
<td>N</td>
<td>P</td>
<td>N</td>
<td>N</td>
<td>$250.00</td>
<td>09-SEP-2014</td>
<td>10-SEP-2014</td>
<td>104856431</td>
</tr>
<tr>
<td>1003</td>
<td>08021786</td>
<td>N</td>
<td>N</td>
<td>O</td>
<td>N</td>
<td>N</td>
<td>$300.00</td>
<td>29-SEP-2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total:
Invoice Approval

- Approval Queues
  - Record of approval/Separation of Duties
  - Need to ensure proper people in queues (2+)
  - Review queues to ensure accuracy
- **Direct pay invoices** route through approval queues to a department approver before CAS
- **Regular pay invoices** will route directly to CAS (because PO has already been approved by department)
Invoice Approval Cont...

- Items to note on invoice
  - Banner Invoice #
  - Index Code
  - Account Code

- Payment due date in Banner
  - Please take into consideration
    - Is payment direct deposit?
    - Is it printed check?
      - Only cut Wednesdays
      - Plan ahead
  - Approved at department level and CAS
Still not approved? Check your queues!

<table>
<thead>
<tr>
<th>Queue ID</th>
<th>Queue Description</th>
<th>Queue Level</th>
<th>Approval Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPAY</td>
<td>BAO DIRECT PAY INVOICE AUDIT</td>
<td>1</td>
<td>+</td>
</tr>
<tr>
<td>ZSD</td>
<td>CAHN GRANTS DPAY</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

In suspense: [ ]

Detail: [ ]

Approve: [ ]

Disapprove: [ ]
Final notes on Invoice Approval

- Special handling?
  - Does something need to be attached to payment?
    - ACH vendors should have attachments scan to them
    - Documentation can be sent in with cut check
  - Does payment need to be picked up?
  - Have you selected 1 instead of M on the invoice?
  - Did you attach a special handling form?
Personal Reimbursements

Hosting Rates!

- $16.25 breakfast
- $16.25 lunch
- $32.50 dinner

(These rates apply to reimbursements and invoices)

- Attach agenda, list of attendees, and original itemized receipt
- Allowable vs. Unallowable hosting
- Hosting rates include tip

Beginning Feb. 1st, next week, you may use the Pcard for hosting charges.

Being able to charge hosting on the Pcard should dramatically reduce Personal Reimbursements! We are providing one more avenue to not have to use personal funds for PSU purposes.
PERSONAL REIMBURSEMENT STEPS

1. Fill out forms and attach all original receipts
2. Get Authorized Departmental Signatures
3. Send to CAS

New signature authorization forms should be sent to Tami Nguyen, thien@pdx.edu
Things to note on personal reimbursements

- Vendors address should not be their work address
- Clear business purpose
- Make sure the person signing for departmental approval:
  - Has filled out a signature authorization form
  - Is able to sign for the index code provided
- Index and account code section is filled out
- If on a grant, a third signature from SPA should be included
- All original signatures

Should be received by FAST-CAS within 60 days of purchase
Personal Reimbursements Cont...

- Reimbursable expenses: hint hint, Pcard can be used on all below!!
  - Supplies
  - Workshop Registration
  - Memberships
  - Hosting within guidelines

- Non-Reimbursable Expenses:
  - Alcohol
  - Flowers/gifts
  - Personal charges
  - Decorations for office
  - Breaking hosting guidelines
  - Services
Documentation for personal reimbursements:

- What is invalid documentation?
  - Quote
  - Invoice
  - Charge card tear slip

<table>
<thead>
<tr>
<th>Proof of items purchased</th>
<th>Proof of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Bank statement</td>
</tr>
<tr>
<td>Itemized receipt</td>
<td>Charge card tear slip</td>
</tr>
<tr>
<td>Web purchase confirmation</td>
<td>Credit card statement</td>
</tr>
<tr>
<td>Itemized receipt showing method of payment</td>
<td></td>
</tr>
</tbody>
</table>
Centralized Billing Through CAS

- Make sure to provide accurate information to vendors and to FAST-CAS upon request.

Vendors:
- Aramark - Billed weekly-hosting rules still apply
- Clean Copy - Billed monthly
- Oregonian - Billed monthly
- FedEx Office - Billed monthly
- Stevens IS - Billed monthly
- Emma - Billed monthly

No more centralized Costco account
Issue Payments to Vendors

Payment Methods
- Check
  - Run once a week (Wednesdays)
  - Mailed out
- Direct Deposit (ACH)
  - Run every day
  - Notification
  - Efficient
  - Forms w/ HR

Problems with Payment
- Lost/stolen checks
  - Lost check statement
  - Notify Cindy Waugh at Waugh@pdx.edu
Month & Quarter End Close

Deadlines are critical
- P-Card, Reimbursements, Invoices, and JVs: 3rd working day of the month
  (see UFS website for complete closing schedule)

Approval queues are staffed
- People are here and approving
- Proactive-start early

Original documents are in CAS for approval
- Documents must be in our office by deadline
- Documents have already been approved by dept by deadline
Commonly Made Mistakes

- Incorrect individuals signing forms (check out new signature authorization form)
- Missing signatures on forms
- Signing on behalf of someone else
- Selecting a VO or CU address for invoices instead VP
- Incomplete backup documentation for hosting expenses
- Incorrect Account codes
- Selecting different VP addresses with credit memo
Helpful Resources

All found on UFS website
www.pdx.edu/financial-services

- W/9
- Authorized Signature Form
- Personal Reimbursement Form
- Special Handling Form
- Hosting Guidelines
- Personal Reimbursement Guideline
- Invoice Approval Quick Guide
- AP FAQs
Walk through our website

www.pdx.edu/financial-services/formpolicies
We are Here to Help

- Payables email - campusaccounting@pdx.edu
- Vendor setup email - vendset@pdx.edu
- Laurel - tracyl@pdx.edu  5-4918
- Beth - king4@pdx.edu 5-9825
- Dan – dweiss@pdx.edu
Welcome to Portland State University
Accounts Payable Policy Training

Thank you for attending!