



## Keeping Up With Accounts Payable

### What's New in AP

The University of Oklahoma Health Sciences Center, as a state government entity is exempt from Oklahoma hotel occupancy taxes when making direct payments to hotels. This means on Oklahoma lodging direct payments, you should remove sales and occupancy tax before payment. If an individual is paying the hotel and requesting reimbursement, all taxes are required to be paid by the individual and can be reimbursed by the University.

### Tickets/Invoices/Statements

Some companies only give sales tickets when you purchase from them and want payment from the ticket. If the ticket provided does not have a bill to address (the University) and a remit to address, we should not pay from that ticket. In that case, please hold your tickets until you receive the statement which contains the complete information. Then, if you have multiple tickets, you can copy the statement to go with each ticket payment. If the ticket contains the bill to and remit to address, you can pay direct from the ticket.

### AP Vendor Reminders

- Incomplete vendor forms should be addressed by the department with the vendor prior to submitting the form to the AP vendors area, the exception being incomplete MCC or NAICS codes. The MCC and NAICS codes will be handled by AP.
- Do not make changes to vendor forms that you receive from the vendors. These are official documents that should not be altered after the authorized company signature.

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#### PLEASE NOTE:

If a vendor sends a self-addressed envelope with their invoice, please forward the envelope with your voucher to Accounts Payable. This ensures we properly direct the checks to the remit to address provided. Sometimes the vendors do not list the remittance address on their invoice if they send an envelope; so, without the envelope, we would not have the proper address for payment.

Thanks for your help!

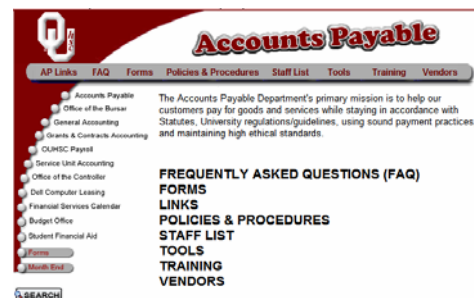
### Website Updates

The Accounts Payable website is frequently updated to keep up with the ever changing world of payables.

Check out the recent updates:

- **NEW!!!** AP Links page
- Forms—Moving Expense (revised 3/07)
- Forms—Travel Form 19 (revised 3/07)
- Tools—Checklist Moving (new 11/06)
- Tools—General Ledger Chart of Accounts & Category Item List (updated 7/07)
- Frequently Asked Questions (updated 6/07)
- Training—Advanced Vendor Training (updated 5/07)
- Training—Travel Training (revamped 5/07 updated 7/07)

<http://www.ouhsc.edu/financialservices/AP/AP.asp>



- Travel Policy (updated 7/07)
- Vendors—Individual, Company, and Foreign Vendor Forms (updated 5/07)
- Vendors—Invitation Letter Foreign National (new 5/07)
- Vendors—Fax Cover Sheet (update 5/07)

Questions or Comments?

Email us (see AP Staff List at [http://www.ouhsc.edu/financialservices/AP/AP\\_Staff.asp](http://www.ouhsc.edu/financialservices/AP/AP_Staff.asp)) or call 405-271-2410.