



## Keeping Up With Accounts Payable

### PLEASE HELP! Requisition Detail Needed

As of April 15th 2008, Accounts Payable began approving requisitions prior to Purchasing issuing a Purchase Order primarily to ensure the general ledger (GL) accounts and purchase request is within the University's expenditure policies prior to contracts being issued. As in the past, you should continue to forward all contract documentation to Purchasing (fax number 360-0481). Accounts Payable does not need any procurement information. However, Accounts Payable does need more detailed information included on the requisition. We rely on the description and comments entered on the requisition to determine if the GL account being used is appropriate and/or the request adheres to University expenditure policy requirements. This can only be done with your help. Please be sure the requisition creator is aware of this need.

Here are some common reoccurring questions/necessary information:

1. Food—
  - A. What is the business purpose of the event? If you have an agenda you can fax it to 271-2367 or email it to AP-Processing. For allowable events, please see the *Gifts Prohibited-Food and Beverage Guidelines* on the AP website.
  - B. How many attendees will attend the function? If the cost per person is above the policy limitations, Executive Officer exception processing approval is required to be obtained prior to Accounts Payable approving the requisition.
  - C. Which meal(s) will be served, i.e., breakfast, lunch, dinner?
  - D. Will there be a service charge in addition to the food costs?
2. Room Rental—
  - A. What is the business purpose of the event?
  - B. Will there be Audio Visual or other equipment expenses?
  - C. Will you be serving food at the event?
  - D. Will there be sleeping rooms (lodging) for this event? If so, this is not room rental, but instead lodging direct.
3. Lodging—
  - A. What is the business purpose of the event?
  - B. How many attendees will be lodging?
  - C. What is the per person single room rate cost?
  - D. Are any of the attendees University employees?
4. Advertising— What is being advertised?
5. Independent Contractors—
  - A. Need to fax a copy of the approved Independent Contractor form to 271-2367 or email it to AP-Processing.

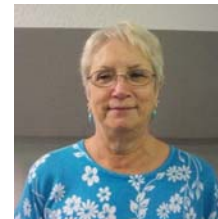
All other purchases just need more general descriptions and detail of what is being purchased.

### Volume 2, Issue 1, Oct 2008



July AP Spotlight Employee

If you have picked up a check, you have probably crossed paths with Paula McGee. She likes to spend her weekends doing yard work and watching movies. Her favorite TV shows are Extreme Home Makeover and Desperate Housewives. Her favorite season is spring. She would like to retire where it feels like spring all year long. She usually listens to country music, but recently has become a fan of Queen. She most enjoys the customer service aspect of her job because she likes helping people. Thanks for your hard work Paula!



September AP Spotlight Employee

Sue Dailey works in the processing area of Accounts Payable. Working with numbers is what she likes most about accounting. She enjoys spending her weekends having fun and laughing with her daughter and granddaughter. Her favorite TV shows are Two and a Half Men and CSI. She is passionate about her Lhasa Apsoes and her dry sense of humor makes her unique. She plans to retire in Norman and do lots of traveling. Thanks for all your hard work Sue!



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### OU Printing Services Invoice Numbers

OU Printing Services invoicing system re-uses the same invoice numbers on different accounts. In other words there is not just one invoice number sequence, but multiple sequences. What does this mean to you? Your account may have the same invoice number as another OU Printing Services customer. So, to prevent misapplication of payments against accounts, OU Printing requests that you use both your invoice number and account number as the invoice number on your payment. When you enter your invoice number in the invoice number field in PeopleSoft please immediately follow it with the account number.

Accounts Payable has been making these changes for some time, but they occasionally get missed. If missed, OU Printing does not know how to apply the payment. Also, not entering the invoice/account number combination during voucher creation, you will not receive duplicate payment warnings in cases where the invoice may have already been paid.

Please help ensure all payments are posted correctly and efficiently by adding the account number in the invoice number field when creating your vouchers.

### Advertising Payments

When making payment for advertising, please be sure and include detailed information about what is being advertised. There are specific guidelines governing advertising, as well as, unique GL accounts for different types of advertising. In order to ensure we are correctly coding the payment and that the advertisement is allowed, please provide detail descriptions with your payment requests.

### Common GL Codes

#### Copy Paper—Clarification

In the June 2008 issue we noted that the correct GL account for purchasing supplies used in copying or printing is 602400. We failed to note this is for a copy shop business. For general office use, copy paper should be coded 602700, which is expendable office supplies.

#### Expendable Supplies—Correction

In the June 2008 issue we had a typo on the GL 602200 reference. The expendable supply code that includes pre-printed (stock) forms is 602700. Sorry for the error and thanks for reading the newsletter as a reference to all those who questioned us!

### AP Recognition Week October 20-24th

Help us recognize the dedicated work our AP staff provides to the University. We will be celebrating AP Recognition Week October 20-24th. The IAPP theme this year for AP Recognition Week is "Think Green". Therefore our AP employees are working at finding ways to help the environment. Thanks AP Staff for all your dedication to the University and the environment!



### Save the trees!

The University is still very paper intensive. Normally, Accounts Payable only requires the original invoice on payment requests. Copies of invoices are only required if there are changes made to the invoiced amounts, there is information completed or signature required to be submitted to the vendor (e.g. order forms, etc.), or there is no identifiable invoice/account number on the document. Basically, if the vendor can identify the payment from the invoice/account number, date of invoice, and amount, then we don't need an extra copy.

### Website Update—Form 3

We added the claimant's title and a place for the higher authority to print their name. This is now similar to the Form 19 to facilitate verification of the higher authority approval requirement.



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### Government Rate vs. GSA Rate - There is a difference!

Please note, each hotel establishes what it accepts as a government and/or state rate. This is discounted from their regular rate. Very often, this rate is not equal to the actual General Services Administration (GSA) rate that the University is limited to for reimbursement of lodging costs to University employees. Therefore, when you are booking a hotel and receive their government rate, you should still go the GSA website (linked on the AP/Tools web site as [Per Diem Rates](#)) and look up the lodging rate allowed for the city/county where the hotel is located. This is the allowed rate for lodging reimbursement.

Please note, this is required only when the host of the conference does not specifically designate lodging for the conference. If the host designates lodging for the conference, then you are required to submit documentation from the conference stating that this is the designated hotel showing the designated single room rate. If you do not receive the designated single room rate, you would need to submit documentation from the host or the hotel stating that the rate was sold out or your reimbursement will be limited to the GSA rate.

For questions, call the AP Travel section at 271-2038 or email [AP-Travel](#).

### OKC & Tulsa Lodging GSA Rate Increase

Effective October 1, 2008 the General Services Administration (GSA) lodging rate for Oklahoma City has increased from \$81.00 to \$83.00 per night and Tulsa has increased from \$73 to \$79 per night. For other rates please go to the Accounts Payable Website/Tools and click on [Per Diem Rates](#).

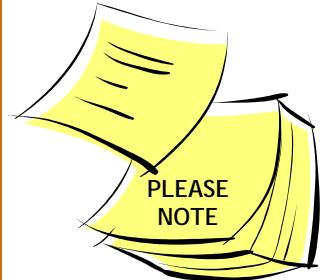
### Rental Cars—In State and Out-of-State Requirements

#### In-State

If a rental car is necessary for in-state travel, the state highly encourages individuals to obtain vehicles through the University Motor Pool. If using either a privately owned vehicle or personally leased automobile (not from Motor Pool) for in-state travel, reimbursement is limited to the actual cost not to exceed the per mile rate.

#### Out-of-State

If rental cars are used to travel in lieu of flying, please refer to the AP news, Volume 1, Issue 5 for [Cost Comparison Flying vs. Driving](#). If a car is rented while out of state for local transportation, please note the following. Local transportation used while attending an object of travel conducted or held at a designated (host) hotel must be explained on the travel voucher as to the business necessity for travel beyond the designated hotel facility. In addition, reimbursement for transportation expenses for travel between an optional lodging location and the designated public lodging where the object of travel is conducted can be allowed but not to exceed the cost of the difference between the optional lodging and the designated facility. In addition, personal use, such as travel to obtain meals, is normally not allowed. If the object of travel is conducted or held at a designated hotel location or the cost or mileage usage appears excessive to the stated purpose of travel, the travel claim needs to include a detailed justification of the business necessity of the vehicle. The cost of a rented/leased vehicle used both for personal and business travel should be prorated for the reimbursement of the business portion of the expenses.



Reimbursement of fuel for personal vehicles is not allowed. The University can only pay a mileage rate for the business use of a personal vehicle. The mileage rate is set by the IRS annually. Generally, the rate is the same from January to December each year, but occasionally it is changed mid year due to the extreme fluctuations in the price of fuel. In 2008, the rate was set as \$0.505 in January, but was raised to \$0.585 in July. Therefore, any mileage claimed for travel Jan-Jun would be the lower rate of \$0.505.