Keeping Up With Accounts Payable

Ordering from BD Biosciences
Please note, Accounts Payable continues to receive a very large volume of invoices directly from vendors for orders departments have placed. These invoices are very difficult and sometimes impossible for AP to properly route to departments for processing due to insufficient information provided by the vendor on the invoice. AP has discussed this issue with BD Biosciences and was told that our University account with BD Biosciences has now been marked with a flag that should require the person who is placing the order to provide a “bill to” address at the time the order is placed. Please ensure you provide them with the exact address in which you receive mail. This will help us to use our time in AP more effectively and expedite your receipt and payment of invoices in the department.

Other Vendor Invoices
Accounts Payable is continuing efforts to ensure vendor invoices are being sent directly to the appropriate departments on campus. We, in conjunction with Purchasing, are currently working with Charles River Labs and VWR to setup departmental billing addresses on the University account. If you are having billing issues with specific vendors, please contact Sarah Washam at x46560 for assistance.

GL Code Information
New
829200—Svc Prof Rodent Rederivation, services provided by a third party for “rodent rederivation”.
831200—Svc Pers Animal Care/Per Diem, services provided by a third party for animal care including per diem.

Postage, Shipping, and other Postal Related Payments
821561—Business Service Center; e.g., postal & mailing service, Pre-sort First Class mail
905030—Rent of Equipment; rental of postage equipment.
905800*—Other Rents; Post Office box rentals.
920500—Freight Expense; such as UPS and FedEx freight.
921400*—Postage; postage expenses only.

*NOTE: Payment for purchase of postage stamps (921400) and post office box rental (905800) must be made only to the US Post Office (74 O.S., § 90.2). Additionally, postage meter refills paid to other suppliers (e.g., Pitney Bowes, Neopost, etc.) can be coded under the postage code 921400.

Questions or Comments?
Email us (see AP Staff List at http://www.uohsc.edu/financialservices/AP/AP_Staff.asp) or call 405-271-2410.
Keeping Up With Accounts Payable

End of Fiscal Year Reminder

Please note, Accounts Payable does not have an end of fiscal year cut off for voucher processing. Any vouchers for FY2010 not processed in June will be processed against the appropriate FY2010 budget as part of July processing activity.

Keep the following information in mind when entering vouchers into PeopleSoft after June 30th to be paid against prior year FY2010 budgets:

The accounting date for the voucher must be dated within the fiscal year processed. The budget date for each distribution line on a voucher will normally be dated the same as the accounting date unless payment is being made on an invoice pertaining to a prior year budget. If this is the case, the budget date must be changed to June 30th to decrement the prior year budget. These rules are applicable only to the following funds: EDWCH, STATE, SPNSR, SP490, MISCD, HSPRM, RSOKC and FEDLN. All other funds should be paid against the current budget year.

Please Don’t Forget to Report

This is a reminder that the second quarter Participant Logs are due to AP by July 15th. The logs must contain all qualified participant payments distributed between April 1st and June 30th that are required by policy to be reported. These reporting requirements are outlined in the links below. Please send the logs to the AP-Management email group.

If you need assistance, please contact the AP-Management email group or myself for more information.

Meals in Travel Status

We often receive the question, “why does the state travel policy require being away from home a minimum of 18 hours or overnight stay in order to have meals paid for?” We have your answer. The state policy is based from the IRS Publication 463 Travel, Entertainment, Gift, and Car Expense. Per the publication, your meals are an excludable business expense if “your business trip is overnight or long enough that you need to stop for sleep or rest to properly perform your duties.”

The State of Oklahoma travel policy has established this minimum time as being 18 hours.

Paying Participant Payments from Non-SPNSR or Non-SP490 Funds

Human research participant projects are regulated by the Institutional Review Board (IRB) on campus. Each project has an assigned IRB number to reference for the work being performed. When making participant payments on SPNSR and SP490 funds these vouchers are routed by AP to Grants and Contracts so they can review the payment request for program compliance. When paying participant payments on Non-SPNSR or Non-SP490 funds, there it is important for the correlating IRB number be provided by the department in the voucher register comments section. This allows AP to verify the time of the project and ensure the participant payment request is within the allowed approval.

Questions or Comments?
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Keeping Up With Accounts Payable

Upcoming Quarterly Training—Don’t Miss It

**Travel Training Refresher**  
OKC Campus, Bird Library Auditorium  
Tulsa Campus, HR Conference room 1C114  
June 28th, 1:30-4:30 pm  
September 28th, 1:30-4:30 pm  
December 7th, 9-12 pm

**Choosing the Correct GL Code**  
OKC Campus, Bird Library Auditorium  
Tulsa Campus, HR Conference room 1C114  
September 29, 1:30-2:30 pm  
December 7th, 1:30-2:30 pm

**PO Activity and Invoice**  
OKC Campus, Bird Library Auditorium  
Tulsa Campus, HR Conference room 1C114  
September 29, 3-4 pm  
December 7, 3-4 pm

OU Travel Portal—  

OU has a Travel Portal that contains links to travel resources such as travel polices, hotels, flights, rail and bus services, and other miscellaneous travel information. This is a good resource when making arrangements for University visitors. Please note, using the hotel and other contracts on this site does not negate the requirement to adhere to the University travel policy for all University employees. Also, the Fed-Rooms.com website useful for booking employee lodging at GSA rate is not linked from this website, but continues to be a good resource for lodging.

Questions or Comments?  
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