

University of Northern Iowa Request for Payment (RP)

Is this supplier in the Oracle database?

Yes **Fill in Supplier number below.**

No **Complete Supplier Info Form**
<http://access.uni.edu/forms/index.shtml#M> and attach.

Check Handling:

Mail to payee Hold for check pick-up

Address is required even if the check is to be held for pickup.

For employees choosing to have checks mailed to home address, your home address will be included in the supplier file and available for inquiry campus-wide.

NOTE: You can check payment status on-line in Oracle by choosing Invoice Overview, Invoice Inquiry, or Payment Inquiry from the Navigator.

1. Payment Information (1)

Supplier Name: _____ Supplier No: _____

Address: _____

City, State, Zip: _____

Legal Taxpayer ID: _____ Employee or Student ID: _____

(Required - Must be 9 digits.) (if applicable)

(999-99-9999 is an invalid ID)

Note: If payee is an individual select one:

Payee is a UNI employee

Payee is a UNI student

Payee is neither

Unsure

Attach invoice/supporting documentation and if necessary provide justification here:

Vendor Inv. #	Inv. Date	Date items Rec'd	Details	Amount (\$)
(2)	(3)	(4)	(5)	(6)
Total				\$0.00

If additional lines are needed please attach a separate sheet.

2. Account Code Information/Charge Account (7)

Fund	AY	Organization	Object Code	Program	Func.	Activity	Line	(See Below for Values)		\$ Amount	Approval Initials
							Exp. Type	Number			
							000				
							000				
							000				
							000				
							000				
							000				
							000				
							000				
							000				
Total										\$0.00	

If additional lines are needed please attach a separate sheet.

3. Contact Information Remember to complete this section so if there are any questions we know who to contact

Prepared By: _____ Date: _____

Department: _____ Campus Mail Code: _____ Ext: _____

4. Approval

Signature: _____ (8) Date: _____

Signature: _____ Date: _____

Controller's Office ONLY:

Authorized for Payment _____
Authorized Signature

Invoice Batch No. _____

Exp. Type:	Number:
UNI Fdn/Alumni Expense	Account Number
Physical Plant	Job Cost Number
Staff Travel	Employee Number
Student with Financial Aid	Student Number
None	None

Voucher Number: _____

Request for Payment (RP) Information

All numbered sections on this sample RP are required fields that need to be completed prior to submitting to the Office of Business Operations.

Payment Information (1)

Supplier Name - If the vendor is an individual provide full legal name, this would include middle name.

Supplier Number – If the vendor's supplier number is unknown it can be found in the Oracle system under supplier inquiry. It is very important the correct supplier number is provided to assure payment to the correct vendor. Remember to change this field when typing a new RP to pay a different vendor. If the supplier you need to pay is not set up in Oracle you will need to have the vendor complete and sign the supplier information form. Paperclip the completed and signed form to the front of the RP. This includes one-time payments to vendors.

Supplier Address - Provide the vendor's "remit to" address in this section. The vendor's "remit to" address can be found on the vendor's invoice. Make sure you are providing the remit to address instead of the purchase address.

Legal Taxpayer ID # - Provide the vendor's FEIN # or if the vendor is an individual or sole proprietor provide their social security number.

Employee or Student ID - If payment is to an employee, provide their employee number. If payment is to a UNI student, provide their student ID number.

Vendor Invoice Number (2)

Provide the vendor's full invoice number. If the vendor has leading zeros, fill in those leading zeros. If an invoice number has not been provided on the invoice, see Invoice Naming Standards below.

Each invoice should be indicated separately on its own line on the RP. (You can put as many invoices as you wish on the RP as long as you have only 1 account code combination).

Invoice Number Naming Standards

- ❖ Payment to vendor without invoice number, but with account number:
Account number followed by dash and then billed date mmddyy
(i.e. 3192639586-082307)
- ❖ Payment to vendor without invoice number or account number:
First date of service in mmddyy format (i.e. 073007)
or
If the invoice covers a full month use the first 3 letters of the month in all caps followed by the 2-digit year. (i.e. services during September of 2007 would be SEP07).
- ❖ Employee reimbursement for expense:
REIM followed by the first date of receipt of goods from vendors (i.e. REIM091307)
We only need 1 invoice number even if you are submitting several receipts for reimbursement. We will enter these as 1 invoice.
- ❖ Payment to vendor for employee travel: (an example would be registration for participation in conference)
Employee last name in caps followed by the first date of conference in mmddyy format
Each employee traveling to a conference needs their own vendor invoice number. See example below.

<u>Vendor Inv. #</u>	<u>Invoice Date</u>	<u>Date items Received</u>	<u>Details</u>	<u>Amount</u>
SMITH100207	9/1/07	10/3/07	10/2-3/07 ABC Conf reg.-John Smith	100.00
MILLER100207	9/1/07	10/3/07	10/2-3/07 ABC Conf reg.-Sue Miller	100.00

Invoice date (3)

Provide the vendor's invoice date which should be located on the invoice. Only in the circumstance where the invoice does not have an invoice date you should use the date you received the invoice or contract.

Date items received (4)

Provide the actual date the goods or services are received. The date items received field in Oracle requires input of a single calendar date, not a month or time span. If your goods/services were received over a time span provide the last day the goods/services were received.

- Do use the actual date goods/services received in mm/dd/yy format (example – “10/31/07”)
- Do not use the date the invoice is received
- Do not use the date you type the RP
- Do not use the month and year in this field (example – “October 2007”)
- Do not use a date range in this field (example – “10/1/07-10/31/07”)

Details (5)

This field in Oracle allows up to 50 characters. The first 30 characters that are entered in Oracle will print on the check and on the statement of account. Type exactly what you want entered on this line, word for word, so our data entry staff don't have to guess. Be brief, there is no need to retype all of the information provided on your attached invoice. When using dates in your description use xx/xx/xx format. Feel free to do an invoice inquiry in Oracle on prior invoices you have submitted to see what we used for a description when entering into Oracle.

Examples of descriptions to use keeping it short and to the point:

<u>Correct</u>	vs.	<u>Wrong</u>
“10/5-7/07 speaker at conference”		“Please pay John Smith for speaking at the Educational Leadership Conference on October 5 through October 7, 2007”
“Supplies used in repair of heating unit @ Rider”		Don't type out the entire list of supplies listed on the vendor's invoice and there is no need to list a separate line item for shipping & handling
“Dec07 contract 1234”		“December 1 through 31, 2007 monthly maintenance contract number 1234 on copier in media room”.

There are circumstances where a business purpose or further information needs to be provided. Do not provide this on the same line as the invoice number, invoice date, etc. Skip a couple of lines and provide this information below the invoice information or you can attach documentation to the RP. Examples of this are as follows: (This list is not all inclusive)

- Hospitality/Event Expenses (object codes 63210 thru 63270)
Provide all details as outlined in the University Entertainment Policy. (i.e. business purpose, names of those attending the meal and their relationship to the University.)
- Most Professional Services (object codes 65010 thru 65910)
- Honoraria/Awards (object codes 66010 thru 66050)
- Non-Staff Travel expenses
- Clothing
- Membership Fees/dues (object code 63410)

Amount (6)

Provide the amount of the vendor's invoice.

Account Code Information/Charge Account (7)

Provide the full account code combination. Double check your acct code combinations, errors in account code combinations can cause delays in processing.

- “AY” should be “00” unless your fund is a general fund. If using a general fund then the “AY” is “08” (or whatever fiscal year we are currently in.)
- Object code-You need to determine the correct object code needed depending on the purchase made. Do not populate the object code column with all 0's.
- Ensure combination is set up.

Descriptive Flex Field - Populate these fields in the following circumstances: (otherwise use "None")

<u>Expense Type</u>	<u>Number</u>
Employee Travel	Need employee number
Foundation	Need 6-digit foundation number
Physical Plant	Need Physical Plant job cost number

Amount - Provide the amount that needs to be charged to the corresponding account code combination.

Approval Signature (8)

Appropriate administrative approval is necessary before payment can be made, generally, this would be the department head. If the payment is being made to the department head, dean or vice president, or on behalf of them, then their supervisor must approve the Request for Payment. Keep in mind if the UNI Foundation is paying a portion of an invoice you need to send the RP to the Foundation for approval before sending it to the Office of Business Operations.

Things to keep in mind:

- Attach original itemized receipt(s)/invoice(s). A credit card slip is not an original itemized receipt. For honorariums/professional fees attach the original invoice, if provided. If an invoice is not provided attach a copy of the agreement made with the vendor.
- Remember to change all fields when using the same vendor's template from month to month.
- Vendor Remittance Forms
 - ▶ To have payments properly applied to your correct account some vendors require a remittance stub or invoice "remittance copy" accompany their check. Paperclip the remittance form(s) to the front of the RP. Remember to fill in the "Amount Enclosed" field on the remittance stub.
 - ▶ If you know the vendor cannot process our check without an application form, make a copy of the application form and paperclip it to the front of the RP. Examples of this would be for conference registration fees, subscriptions, memberships.
- UNI is exempt from Iowa sales tax, which includes local option sales tax. UNI is also exempt from sales tax in many other states. Contact the Steve Curry in Purchasing to inquire on the exemption status of specific states. Remove sales tax charges from any exempt state's invoices.
- Do not complete a Request for Payment if the goods were purchased using a Purchase Order or charged to the University's procurement card.