

Accounts Payable Training and Tips

General Notes:

Invoices received in our office will be emailed to the department from the Accounts Payable email. Please review the invoice for accuracy and approved for payment, please follow the steps noted below for purchase orders or payment requisitions, as applicable.

If you receive an invoice from the ap@una.edu email and the vendor will be paid directly from a Foundation account, please call or email us to let us know. We do not have access to Foundation payment history and will continue to follow-up with you on this invoice assuming it has not been paid.

Please be cautious about sending duplicate paperwork. If you believe you may have already sent an invoice or signed PO over for payment, please email ap@una.edu or call 28.522-2.029 (ext. 0) or 3.517ac7ation ending additional approval will let you know to re-submit. Sending

ies, when applicable. For example, DJ
ces. Chartwells catering would be 702 t

0). You may reference the Catertrax order
order. Chartwells or UNA Accounts Payable

der \$500.

6) Please attach any necessary backup to the signed PO when sending for payment. For example, include the meeting agenda and list of attendees when paying for employee meals/events.

Notes: Processing times vary, please allow up to 2 weeks for payment processing. If there is an urgent request, please use a post-it note to identify it as urgent and provide explanation and requested payment date.

If the PO is partially paid, you can make a note as to what items have been received or which invoices are approved for payment on the PO. We will then leave the PO open for the remaining item.

Notes: If there is a refund expected due to cancellation or return of order, for example, please attach the confirmation of the refund or any correspondence between you and the vendor as a receipt in Regions Interest. Also attach a copy of the original receipt.

The UNA pcard is to be used at point-of-sale (at time of purchase) only. It is NOT to be used to pay open invoices that you have or may receive from a vendor.

In-state travel expenses for employees are NOT allowed on the UNA pcard. Employees must pay for hotel and meals personally and seek reimbursement using the travel form.