VP1 PURCHASE ORDER PAYMENT REQUEST

FOR ASSISTANCE, YOU MAY CONTACT THE FOLLOWING:

Disbursements & Travel Services

- Email: disburements.travel@utsa.edu
- Call: 210-458-4213
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VP1 Purchase Order Payment Request

Purpose

The Purchase Order Payment Request document (VP1) is used to generate payments for goods and services encumbered on a Small Purchase Order (PBO) – purchases that are less than $5,000. When goods or services are ordered with a purchase order, funds in the department account are set aside (encumbered) for payment at a later date. When the VP1 document is processed and approved, the encumbered funds are released and a payment is generated to the vendor.

Before You Start

You will need...

- The **Original Invoice/Receipt.** It must display the date the goods or services were received, a description of the purchase and the cost. The invoice can be received via mail, scan, fax or email to the Disbursements and Travel Services (DTS) Office. Ensure that the item received is an invoice and not a statement.

  The date the invoice was received on campus must be indicated on the support documentation. The date can be handwritten or you may use a pre-inked date stamp. The invoice received date will be subject to audit review. This is an important point as it relates to the interest calculation related to the Texas Prompt Payment Act.

  ** As noted above all invoices must be date stamped with the date received. Therefore, if the invoices are sent directly to a department/college, then a date should be stamped or written with an evidenced notation that of the document received date and should be forwarded to the DTS Office.

- The statement specifying the approval to pay on the invoice (i.e. an “ok to pay”, name and the date of approval).

- **Proof of Receipt via a RELEASED receiving report from Central Receiving** (e.g., delivery ticket, packing slip, etc.). Department/Colleges should contact central receiving; in the event that the goods are sent directly to the purchaser and not delivered to Central Receiving (refer to Receiving Report Uniques – Appendix C).

- The **Purchase Order (P.O.) Number** (e.g., 2007A12345) from the Small Purchase Order document should be noted. The date the P.O. was created and approved should be prior to goods/services being ordered. The vendor should ensure that the P.O. number is noted on the invoice.

It is helpful if you know the following:

- **UT EID:** This information is required on all payment vouchers. The UT EID identifies the payee. The vendor’s address must match the invoice “remit to” address. To search for a vendor’s UT EID or address, refer to command the Define GG3 and GG4 commands.

- **Object Class Code:** This is a 4-digit code used to identify transactions. To search for an object code, refer to command GG8 (code order) or GG9 (keyword order).

- **Purchase Order Payment Checklist:** This checklist is to ensure that all appropriate items have been reviewed prior to creation of the VP1 document (see Appendix A).

- **Vendor Dispute Form:** This form should be used when there is a discrepancy in the vendor’s invoice such as billing amount, quantity, billing address, purchase order reference, etc. (see Appendix B).

Additional notes for Invoices that are received:

- **Invoices Over $5,000:** These invoices must be paid within the 30 day time frame as accordance to the Texas Prompt Payment Act in order to avoid interest accumulation.

- **26 Grant Accounts via OSP:** Grant accounts are scheduled to pay before the 30 days due to the grant time period stipulations. These documents are approved by the Office of Sponsored Programs (OSP) prior to the purchase orders final approval.

- **Early Payment Vendor Invoices:** Specific vendors may set up terms to allow for a discount if payment is scheduled within 10 days of receipt.
- **Service Invoices**: Invoices for services received that do not require a receiving report, departments will approve via email or signature on the invoice. These invoices can be scheduled to pay prior to the 30 days.

### Cover Sheet

1. To create a **VP1** document, type **New** in the **Action** field.
2. Type **ALL** in the **Format** field. This field controls which object codes can be used on the document.
3. Tab to the **P.O. Nbr** field and type the Purchase Order Number (e.g., 2007A10592).
4. **Press Enter** to accept the entries.

   ```
   *DEFINE: PURCHASE ORDER PAYMENT REQUEST - VP1
   Command: VP1  Account:  Misc:  Month:  
   Year: 09 10  
   Status: -- COVER SHEET -- Document ID:  
   Action: NEW
   Created: 07/19/10  KBLDC
   Format: all_Voucher Date:  Voucher Nbr:  
   P.O.Nbr: 2007A10592_Type: Partial/Complete:  Dep Req:  
   Separate Check:  State/Local:  Check Distribution:  
   Goods/Service Received Begin:  End:  Invoice Receive Date:  
   Requested Pmt Date:  Requested Pmt Reason:  
   Vendor ID:  UT EID:  Mail Code:  State VID:  
   Vendor Name:  Address:  
   SECTIONS:
   1. Voucher Description and Comments
   2. Items Billed to be Paid
   3. Transactions: Payment Due Date:  
   4. Define Codes (optional) Scheduled Date:  
   Total of Invoice(s): Total Payment Amt: 
   
   -- 3 UT San An ------- PFl=Options ------- PF8=Exit ------- 7/19/10 02:44 PM --
   ```

5. After pressing enter, the document status becomes **Created** and a **Document ID** is assigned. The **Summary** field defaults to the vendor’s name. The Vendor ID, UT EID, mail code, vendor address, Dep Req (Department Requisition Number), account number and the dollar amount remaining to be paid on the purchase order will automatically fill in.

6. Write the Document ID and the Purchase Order Number in the top right corner of the support documentation.

7. Tab to the **Partial/Complete** field and type **P** (Partial) or **C** (Complete):
   - **P** - Indicates this document is paying only part of the purchase order.
   - **C** - Indicates this document is completely paying the purchase order.

8. The **Separate Check** allows all payments to the same UT EID and mailing code, approved at the same time to be combined into ONE check payable to the particular vendor for the entire amount. An “X” in this field keeps the payment from being combined. This field is usually left blank except when a “P” is specified in the check distribution field.

9. The **State/Local** default field is notated at “L” for local and “S” for state, but this field will be modified based on certain circumstances involving 14 accounts.
10. If necessary, tab to the **Check Distribution** field and type an appropriate code. The default code is **U** (US Mail / Direct Deposit); this is the preferred method of distribution. The Check Distribution code determines how the check will be sent to the vendor.

### Check Distribution Code

The following are recognized Check Distribution Codes for our campus:

- **U**    US Mail/Direct Deposit. This is the preferred method of distribution.
- **C**    Campus Mail
- **F**    Foreign Mail
- **P**    Pick Up

**NOTE:** Prior approval will be necessary from the Director of DTS or the Designees in order to pick-up a third-party check. This may be accomplished with filling out the Request for Check Pickup Form explaining why the check must be picked up. In the Comments/Ref Section (check stub area), type the name and telephone number of the person to call when the check is ready. Denote this information with asterisks (e.g., ***Call Bart Smith at ext 3068 when check is ready***). Checks are picked up in the Fiscal Service Office.

- **T**    Attachments to be mailed with the check

**NOTE:** If an attachment must be sent with the check, write the Document ID in the top right corner of the attachment. Also, type the Document ID number (e.g., ***W3VP2888999***) in the Comments Section (check stub area) of the VP1 document. Typing the document number in this section will ensure that the attachment is placed with the correct check.

If the Check Distribution Code is noted as something other than "U", a justification should be noted in the Notes section of Define by typing "NOT" in the Command Field.

11. Tab to the **Goods/Service Received** field and type the dates the goods or services were received (e.g., 080107). If left blank, the End field will default to the same date as the Beg date field.

12. Tab to the **Invoice Received Date** field and type the date (e.g., 081507) the invoice was received on campus.

13. **Press Enter** to accept the entries.

14. The **Payment Due Date** is the last day a payment may be made without being subject to a late interest payment. This field will default to 30 days after the *LATER of (1) Goods/Service Received End Date OR (2) Invoice Received Date*. This date fills in automatically. This is based on the Texas Prompt Payment Act found at [https://fmx.cpa.state.tx.us/fm/payment/vendorinfo.php](https://fmx.cpa.state.tx.us/fm/payment/vendorinfo.php)
15. The **Scheduled Date** field will default to the date the check is scheduled to print. This date fills in automatically. The Scheduled Date will be displayed after final approval in the DTS Office.

16. The **Requested Payment Date** field is optional. If necessary, tab to the **Requested Payment Date** field and type a payment date. This field allows you to schedule payments earlier than the scheduled payment date.

17. If a **Requested Payment Date** is entered, the document will require a reason for early payment. Type a reason in the **Req Payment Reason** field or type a ? in this field to view a list of reason codes.

**NOTE:** Check runs occur each business day at 7:30 am and 12:00 pm. Therefore, it is vital that departments/colleges ensure that all paperwork has been submitted to the DTS Office within the 5 to 7 days to ensure proper processing time in order to meet the requested payment date.

18. Compare the vendor name and address on the VP1 document with the invoice “remit to” address.

- If the vendor name is different, a purchase order correction (POC) should be completed in Points Plus by the department to ensure accurate payment to the correct vendor.

- If the vendor address is incorrect, tab to the **Mail Code** field and type the correct mail code number. The Mail Code (e.g., 000, 001) indicates where the payment is being mailed or deposited.

- If you do not know the correct Mail Code, type a ? in this field and press Enter. A new window appears displaying the vendors Mail Code and Address information. Also, the Define command GG3 and GG4 will allow you to search for UT EID’s and Mail Codes.

- If the address is incorrect or not found, use command **GGV** (Vendor ID Request) to setup a new or change an existing address for the Vendor. A W-9 should be used in conjunction with a GGV to create or update a Vendor ID number (UT EID) for vendors or individuals in DEFINE. The W-9 Blank Form can be found on the Financial Affairs Forms and Worksheets website at [www.utsa.edu/financialaffairs/Forms/](http://www.utsa.edu/financialaffairs/Forms/).
Section 1- Voucher Description and Comments
The Voucher Description and Comments section is used for providing a description of the purchase. Information typed in the Voucher Description section is for the DTS Office's use. The Comments section may be used to type any additional information that should be typed on the check-stub for the vendor.

1. Tab to the blank field to the left of Section _1 Voucher Description and Comments, type an X in this field and press Enter.

2. The Voucher Description field requires a brief explanation of the items being paid. Information typed in this section is for internal use only.

3. The Comments section is optional. Information typed in this area will appear on the check-stub. This area can be used to provide additional information about the payment to the vendor. If there is an attachment to accompany the check or if the check should be picked-up, this information should be entered into this area by the DTS Office.

4. Press Enter to accept the entries.

5. Press Enter again to return to the VP1 cover sheet.

NOTE: If more lines are needed for the Comments section (check stub), first press Enter to update the information in this section and then tab to the field titled To page forward mark here + and type an X over the + (plus sign) and press Enter to get additional lines.
Section 2 – Items Billed to be Paid
This section is not used by UTSA.

Section 3 – Transactions
The Transactions section provides payment information for the voucher.

1. Tab to the blank field to the left of Section 3 Transactions, type an X in this field and press Enter.

   SECTIONS: X 1. Voucher Description and Comments
   2. Items Billed to be Paid
   X 3. Transactions: 2 Payment Due Date: 080610
   4. Define Codes (optional) Scheduled Date: 080510

   Total of Invoice(s): 3,904.14 Total Payment Amt: 3,904.14

   • The VP1 links information from the approved PBO document.
   • The first transaction line shows the encumbrance transaction. **Do not change the object code 0200.**
     - If a Partial payment is being made, **change only the dollar amount** on the encumbrance entry (credit entry) to match the exact amount of the purchase order encumbrance for the sum of each item being paid (debit entry). This action will release only the amount of your payment. The remaining amount stays reserved for future use.
     - If a Complete payment is being made, **do not change the dollar amount** on the encumbrance entry (credit entry). This will allow the total amount that was originally encumbered (reserved) for this purchase to be disencumbered (released).
   • The second transaction line is the payment (debit) entry.

2. Tab to the OBJ (object code) field, type over the default object code and press Enter. An object code is a 4-digit code used to identify the transaction. The default Object Code (1000) must be changed before approving the VP1 document. If this code is not changed, the voucher will not pass the approval process.
NOTE: If the 4-digit Object Code is not known, this information can be searched in the Object Code Help Section.

Object Code Help Section
a) Type a ? in the OBJ field and press Enter. A new window appears.

NOTE: Valid object codes for the Account Number being used will be displayed with an asterisk *.

b) Tab the Keyword field and type a brief description (e.g., Camera, Computer) and press Enter.

c) Once the correct object code is located, type the corresponding number in the Selection field and press Enter.

NOTE: If purchasing a controlled asset, the appropriate object code MUST be used. Refer to page 12 for a listing of controlled assets or visit the Capital Asset Management website at: http://www.utsa.edu/inventory

3. Type the dollar amount of the transaction in the Amount field.

4. If necessary, tab to the DTN field and type a Departmental Transaction Number. Information typed in this field may be used for tracking purposes. Typically a reference number is listed in the DTN for each transaction.

5. If necessary, tab to the Received Beg/End dates field. This information will default from the cover sheet. If desired, these dates can be changed in this section.

6. Tab to the Invoice Nbr field. An invoice number is required for each transaction except the encumbrance transaction. The invoice number is usually provided on the invoice. If an invoice is not numbered, a meaningful statement or description should be used.

7. If necessary, tab to the Interest Flag/Reason field and type the appropriate code. This field is used to block or force interest calculation. After the document is approved by the processing department, the system will determine if the payment due date is 31 days late. If so, interest will be automatically calculated and a transaction is added to the document.

8. Press Enter to accept the entries.
9. **Press Enter again** to return to the VP1 coversheet.

<table>
<thead>
<tr>
<th>Amount</th>
<th>D/C</th>
<th>Ty</th>
<th>Obj</th>
<th>Account</th>
<th>DTN</th>
<th>Purpose</th>
<th>Interest Flag/Reason</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>A DOG SOLUTIONS INC</td>
<td>3,904.14</td>
<td>C</td>
<td>EN</td>
<td>0200</td>
<td>1915001450</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>062510</td>
<td>062510</td>
<td>070710</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>A DOG SOLUTIONS INC</td>
<td>3,904.14</td>
<td>D</td>
<td>EX</td>
<td>1357</td>
<td>1915001450</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>062510</td>
<td>062510</td>
<td>070710</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See the Interest Flags and Reason Codes table below for detailed information.

**Helpful Tips for Section 3 – Transactions**

To copy a transaction from a line above, type a "." (period) in the first space of the field where you want the information copied.

If you need more transaction lines while in this section, **press the F2 key**.

**What is the purpose of the Interest Flag/Reason field?**

- An **Interest Flag** can be used to block the automatic calculation of interest, or force interest to be calculated when it would not normally be done.
- A **Reason Code** must be provided whenever an Interest Flag is used.

Listed below are the Interest Flag codes. This information can also be accessed by typing a ? in the Interest Flag/Reason field.

<table>
<thead>
<tr>
<th>Interest Flags</th>
<th>Reason Codes</th>
<th>Valid Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>F - Force interest calculation</td>
<td>NI - No invoice or incomplete invoice received</td>
<td>R</td>
</tr>
<tr>
<td>R - Refuse interest calculation</td>
<td>FC - Federal contract or terms prohibit a timely payment, and federal funds used</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>MI - Mailing instructions on the PO not followed</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>DP - Disputed payment</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>GE - General Services exception granted and documented</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>AI - Automation issues</td>
<td>F, R</td>
</tr>
<tr>
<td></td>
<td>DT - Direct payment of travel expenses</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>ER - Employment reimbursement</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>AD - Agency discretion exercised</td>
<td>F, R</td>
</tr>
</tbody>
</table>

**NOTE:** When adding interest to a document, tab to the last line in the transaction listing, enter the account code to be charged interest, enter either “F” or “R” and then the corresponding reason, typically “AD” is utilized.

**Section 4 – Define Codes**

This section is not used by UTSA.
Approval

After all the required fields have been completed, type **APP** in the **Action** field and press Enter.

- The document is checked for valid entries and, if correct, it will be sent to the next desk on the routing path. Your status line will now read **Pending** or **Proposed**. The message at the top of the screen will indicate where the document went.
- If there are errors detected in your document, the document will not be forwarded. The error message will tell you what to correct.

---

**Important**

Write the Document ID and the Purchase Order Number on the top right corner of the support documentation (invoice/receipt).

- Tape small receipts to 8 ½ X 11 paper.
- Send the support documentation (invoice/receipt) to The DTS Office.

**Reminder:**

- **Check Distribution Code P – Pick-up:** Prior approval will be necessary from the DTS Office Manager or Designees in order to pick-up a third-party check. This may be accomplished with Request for Check Pickup Form explaining why the check must be picked up. In the comments/ref section (check stub area), type the name and telephone number of the person to call when the check is ready. Denote this information with asterisks (e.g., ***Call Bart Smith at ext 3068 when check is ready***). Checks are picked up in the Fiscal Service Office.

- **Check Distribution Code T:** If an attachment must be sent with the check, write the Document ID in the top right corner of the attachment. Also, type the Document ID number (e.g., ***W3VP2888999***) in the Comments Section (check stub area) of the VP1 document. Typing the document number in this area will ensure that the attachment is placed with the correct check.

**Deadline:**

Check runs occur each business day at 7:30 am and 12:00 pm. Therefore, it is vital that departments/colleges ensure that all paperwork has been submitted to the DTS Office within the 5 to 7 days to ensure proper processing time in order to meet the requested payment date to be met.
Additional Information & Resources

GT7 – Review for Duplicate Invoices

The GT7 command allows you to view accounting transactions which are associated with a specific Invoice Number that has been specified.

How to Use:

1. Type GT7 in the Command field and press Enter.
2. Tab to the Misc field and type the Invoice number and press Enter. The screen will display the corresponding invoice number, the VP1 document (if one has been created), the account number used on the document and the amount that was entered for that particular invoice. If an invoice does not appear, then check the vendor’s EID to see if a payment was made for the invoice amount.

GT3 – View Transaction by Encumbrance Number

The GT3 command allows you to view accounting transactions associated with a specific Encumbrance Number.

How to Use:

1. Type GT3 in the Command field and press Enter.
2. Tab to the Misc field and type the Encumbrance number and press Enter. Example of an encumbrance number: Purchase Order Number (2007A12345) or Travel Request Number (TV07012345).
3. For detail information on a transaction, tab to the blank field to the left of the transaction and type one of the characters below
**GE3 – View Encumbrance Balance for an Encumbrance Number**

The GE3 command allows you to view the encumbrance balances for all accounts with the same encumbrance number.

<table>
<thead>
<tr>
<th>Command: GE3</th>
<th>Account:</th>
<th>Misc: 2009C00336</th>
<th>Month: JUN</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Encumbrance Nbr</th>
<th>Obj code</th>
<th>Balance</th>
<th>Account Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009C00336</td>
<td>0200</td>
<td></td>
<td>1902150550</td>
</tr>
</tbody>
</table>

**How to Use:**

3. Type **GE3** in the **Command** field and press Enter.

4. Tab to the **Misc** field and type the **Encumbrance** number (i.e., P.O Number or Travel Request Number) and press Enter. The screen will display the object code, balance and account number for the encumbrance number you entered.

5. In the event that an encumbrance exists, there are two options to release the encumbrance:
   a. Via a Purchase Order Correction – log on to Points Plus (when an item was returned, not received or unavailable, etc.) and the amount of that line item should be corrected and/or deleted. This will disencumber the funds from the purchase order.
   b. Via a request to the Disbursements and Travel Services Office thru the general mailbox disbursements.travel@utsa.edu

**Controlled Assets**

To insure proper coding, tagging, and reporting, the Inventory Department must be notified of any controlled asset purchased during the annual departmental inventory verification process. See their site at: [http://www.utsa.edu/inventory/](http://www.utsa.edu/inventory/)

**Controlled Assets** - are property items that the State Comptroller requires state agencies to report. Any purchases deemed to be controlled assets must be coded with the appropriate object code. Controlled assets consist of non-consumable items having a value of $500.00 to $4,999.99 per unit and this include firearms regardless of the value.

Complete the **Inventory Transaction Form** and forward the information to the Inventory Department along with copies of the invoice, packing slip and/or the receiving report. ([www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=30](http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=30))

For more information, contact the Inventory Department at ext. 4835 or ext. 4830 or visit the Inventory Department website at: [http://www.utsa.edu/inventory/](http://www.utsa.edu/inventory/)
Commonly Asked VP1 Questions

1. Why can’t I access the object code help section?

   The account number, the D/C (debit or credit), the amount and the invoice number must be entered and updated before the object code help section will be displayed.

   - Type the Account Number, D or C, Amount, Invoice Number and press Enter to update the document. Then tab to the OBJ field, type a “?” and press Enter.

2. How do I check on my document’s status?

   In DEFINE, at the Command field, type VP1, then tab to the Misc field and type the document number. Press Enter. The Status will show Approved if the document has been final approved for payment. Also, if there is a Voucher Nbr beginning with an “L” to the right of status indicates final approval for payment.

   If the document has not been approved, the routing can be checked to find out where the document is electronically within the approval process. At the Action field, type ROU and Enter. DEFINE will indicate on what desk the document is currently awaiting approval. If VOUCHAUDIT is noted, then it needs the DTS Office’s final approval.

   NOTE: If an item is being paid from a 30 (restricted gift) account, then after DTS’s review, the document is forwarded to the Accounting Office for final review and approval to determine allowability via the gift instructions.

3. How will I know when the document has been paid?

   In DEFINE, at the Command field, type GT1, then tab to Account and enter the account number used on the VP1. Tab to Misc and type in the month the document was created (120108 for example) and Enter. DEFINE will display all documents against that account number beginning with that month.

   There are various column categories listed including Document - ID, P.O. number, and Chk. Nbr. (Check Number). When the document is located, look under the Chk. Nbr. Column. If a Kxxxxxx or Fxxxxxx number appears, then the document has been paid. The “K” indicates check, the “F” is for direct deposit.

   A document status can also be checked by going to the Command field in DEFINE and typing GT6, then tabbing to Misc and typing the document number. Then Enter. All line item entries for the document will display. The same column categories listed above will appear on this screen also. Look under the column labeled Chk. Nbr. to see if there is a number listed. If so, the document has paid.

4. DEFINE won’t let me approve my document. Help!

   Check your document’s VCHR Date (voucher date). The month in which your document was created has probably been closed to further entries by the Accounting Office. Change that date to the current date and VER (verify), APP (approve).
# Appendix A – Purchase Order Payment Checklist

Used when completing the VP1 document:

<table>
<thead>
<tr>
<th><strong>Document ID:</strong></th>
<th><strong>Clerk Processing the document:</strong></th>
<th><strong>Date:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor name:</strong></td>
<td></td>
<td><strong>Inv #:</strong></td>
</tr>
</tbody>
</table>

**Purchase Order Payment Checklist**

<table>
<thead>
<tr>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does invoice have a date received stamp?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you notify your supervisor?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Is the invoice billed to UTSA?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you communicate with the vendor that the invoice was received in error?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Does vendor invoice(s) reference a purchase order?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you communicate with vendor the timeliness to process payment without this information?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Was purchase order created prior to order date?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you communicate with department the timeliness to process payment and direct them to the service agreement link at <a href="http://www.utsa.edu/avpa/forms.html">http://www.utsa.edu/avpa/forms.html</a> for completion to make payment?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Does the vendor name match the purchase order?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you communicate with department inability to process payment until a purchase order correction was completed?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Is the vendor remit to address in the DEFINE database?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, then submit a copy of the invoice to the VID section for update and/or addition?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Does vendor reference a FEIN or SSN?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you contact the vendor for this information?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Does the FEIN or SSN match purchase order?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you request a W-9 from vendor and subsequent purchase order correction from department?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Do the invoiced items match the descriptions on the purchase order?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you dispute and document the invoice with the vendor and notify the department?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Do the invoiced item quantities match the quantities on purchase order?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you dispute and document the invoice with the vendor and notify the department?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Do the invoiced unit prices match the unit prices on the purchase order?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you dispute and document the invoice with the vendor and notify the department?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Are any items listed as backordered?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Are any items listed as substitutions?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If there was no allowance for freight and other associated charges (ice, crates, pallets, etc), did you obtain an &quot;OK&quot; to pay from the department?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Is the vendor offering a discount for early payment?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If yes, did you post payment and set to pay immediately and mark &quot;RUSH&quot;?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Did the vendor charge sales tax?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If yes, was a tax exempt certificate provided? The vendor will need to either refund the sales tax or send UTSA a revised invoice excluding the sales tax amount.</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Is the invoice for an entertainment related expense?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If yes, did the department submit a business expense form?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, did you notify the department that payment would be delayed until the business expense form was submitted?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Are the invoiced items on the receiving report unique list?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If yes, did you get an OK to pay the invoice from the department?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no, is there a receiving report?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>If no receiving report, did you inform the department that the vendor had billed UTSA</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Does the number of items received match the number of items invoiced?</strong></td>
<td>![ ]</td>
</tr>
<tr>
<td><strong>Are there any comments that need to be entered related to the payment terms/attachments, etc?</strong></td>
<td>![ ]</td>
</tr>
</tbody>
</table>
Appendix B – Vendor Dispute Form
See the Financial Affairs Forms and Worksheets website for the most current version (http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=119)

Vendor Dispute

**Instructions:** Complete this form to document a vendor dispute. Disputes over price, quality and/or receipt of goods or services must be initiated with a vendor within 21 days of receiving an invoice. Vendors may be notified of the dispute via email, telephone or fax. Send a copy of this form to Disbursements & Travel Services (DTS) via email or fax and retain a copy to document all communication with the vendor. Upon final resolution, attach the completed form to the related payment documentation. For more information, see operational guideline 2.6.8 – Prompt Pay Law.

**NOTE:** If DTS prepares this form, a copy will be sent to the department.

### I. Vendor Information

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Address:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

### II. Dispute Information

<table>
<thead>
<tr>
<th>Invoice Number:</th>
<th>PO Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date:</td>
<td>Date Invoice Received:</td>
</tr>
<tr>
<td>Date Vendor Notified:</td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Dispute (check all that apply):**  
- Amount  
- Quantity  
- Item does not match what was received.  
- Item does not match what was ordered.  
- Invoice not understandable or does not contain required information (order number, UTSA information, etc)

Enter disputed information:  
Enter correct information:  

Comments:  

### III. Department Information:

Enter the name and contact information for the purchasing department.

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Contact Name:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Job Title:</td>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

### IV. Preparer Information:

Is preparer same as dept. contact?  
- Yes - Do not complete this section.  
- No - Complete this section.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

### V. Certification:

By signing below, you certify the information above is accurate. You also certify the vendor has been notified of the dispute no later than the 21st day after the date UTSA received the invoice.

Department Administrator Name (print):  
Signature:  
Date:  

### VI. Communication History:

Record all communication completed between the department contact and vendor. Attach a separate sheet if necessary. Indicate whose favor the dispute was resolved, for example, “Dispute resolved in favor of vendor.”

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept Contact Name</th>
<th>Vendor Contact Name</th>
<th>Comments/Resolution Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C – Receiving Report Uniques Listing

When do I not need a Receiving Report? And when is an “Okay” from the department valid?

The following require a legible, authorized signature and date certifying that goods and/or services were received and acceptable.

Background Checks  
Car Rentals  
Catering  
Consultants  
Courier Services  
Flowers  
Hotels and/or Banquets  
Laundry and Dry Cleaning  
Library contracts (Bindery)  
Mentors  
Moving Company  
Pager and Telecommunication Services  
Professional Services (assessments, cabling, massage therapies, tai chi instruction)  
Printing Services  
Rental of Buildings, Storage Facilities  
Seminar Speakers (Corporation)  
Software or Hardware Support and Licenses  
Temporary Staffing  
Training Courses, i.e. Classes and Seminars  
Utility Services  
Vehicle Repairs

**Service or Maintenance contracts** - Recurring annual contracts where the price remains the same on a monthly basis, we need the first and the last RR for verification of the PO.

**Radio, Television, and Movie spots or Bus Advertisements** – Notarized affidavits.

**Newspaper and Magazine Advertisements** – A tear sheet must be provided or publication that includes advertisement.

**Faculty Advertisement** – A tear sheet, a publication that includes advertisement or a screen print from website should be provided.

*This listing is excluding items that involve Facility Services because they require a Receiving Report.*
References

- Related Forms
  - W-9: [www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=66](http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=66)
  - Direct Deposit - Non-Payroll: [www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=16](http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=16)
  - Vendor Dispute Form: [www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=119](http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=119)

- Policy on exempt purchases/list of exempt procurements
  [www.utsa.edu/Purchasing/procedures/290%20Exempt%20Purchases%20Policy.doc](http://www.utsa.edu/Purchasing/procedures/290%20Exempt%20Purchases%20Policy.doc)

- Office of the Assistant Vice Pres. Financial Affairs & Controller
  [www.utsa.edu/financialaffairs/controller/](http://www.utsa.edu/financialaffairs/controller/)

- Inventory Department
  [http://www.utsa.edu/inventory/](http://www.utsa.edu/inventory/)

- Texas State Comptroller Website – Prompt Payment Act
  [https://fmx.cpa.state.tx.us/fm/payment/vendorinfo.php](https://fmx.cpa.state.tx.us/fm/payment/vendorinfo.php)

- Texas State Comptroller Website – Purchase Policies and Procedures Guide