Accounts Payable Training Session

January 8, 2020
9am-12pm
Overview

- Accounts Payable – About us.
- PA State Sales Tax Exemption and Local Occupancy Hotel Tax
- Travel Expense Reimbursements (Non-Overnight and Overnight)
- Check Requisitions (non p-card, students, travel candidates)
- SAP Entered Purchase Requisitions (invoices for payment to vendors)
- Direct Payment Entries (PASSHE school(s) payments, Utilities, Business Services)
Accounts Payable

Accounts Payable is responsible for:

- processing payment disbursements to all vendors for services and supplies provided to Kutztown University.
- processing reimbursements to employees for travel and other expenses incurred.

Paper check payments are processed every Tuesday and Thursday.

ACH/Direct Deposit payments are completed every Wednesday and Friday.

Timely payments are important to maintain good vendor relations.
PA State Sales Tax Exemption form is located on the Accounts Payable Website home page.
Local Occupancy Hotel Tax letter is located on the Accounts Payable Website home page. Copy should be presented at lodging checkout.
Travel Expense Reimbursements

Non-Overnight Travel forms are completed for travel expenses incurred on non-overnight daily business travel for the university.

- Mileage
- Meal
- Fuel
- Parking/Tolls
- Conference Fee

All travel must be submitted to the Accounts Payable Office for reimbursement within 60 days of returning from your trip.

Current Rates Website:
https://www.kutztown.edu/about-ku/administrative-offices/accounts-payable/current-rates.html

Non-Overnight Travel Website:

Claiming Expenses Website:
https://www.kutztown.edu/about-ku/administrative-offices/accounts-payable/claiming-expenses.html

US General Services Administration for city and state destination:
Travel Expense Reimbursements

The Travel Expense Form is completed for all overnight travel accommodations. Form must be completed and sent to all authorizations prior to the travel occurring.

All prepayments for conference fees and lodging must be in the Accounts Payable office two weeks prior to the intended travel date so the payment for these accommodations can be placed in a timely manner.

Upon return complete the actual departure date/time, actual return date/time, actual dollar amount column for expenses incurred, verify sufficient funds, cost center, dollar amounts in accounting distribution section, verify you have proper authorization signatures and sign/date line #21. All International Travel and Travel over $2500 must be signed in the VP/President’s office.

Overnight Travel Expenses Website:

Claiming Expenses Website:
https://www.kutztown.edu/about-ku/administrative-offices/accounts-payable/claiming-expenses.html

US General Services Administration for city and state destination:

US Department of State for Foreign Travel:
https://aoprals.state.gov/web920/per_diem.asp
Reminders on all Travel Forms

- Actual departure and return dates and times must be filled in.
- All cost center numbers and dollar amounts must be written in the Accounting Distribution Section of the travel form prior to being sent to Accounts Payable.
- All signature requirements must be on the form prior to being sent to Accounts Payable. This includes Line #21 on the overnight Travel Expense Form.

*Failure to complete the forms accordingly will result in a delay of your reimbursement.*
Check Requisition Forms

Check Requisition Forms are generally used for student and job interview candidate reimbursements. In rare circumstances a check requisition form may be used. According to Procurement Services, the following endorsement must be followed:

- Pursuant to Act 57 of 1998 and the Board of Governors Policy 1998-04, it is the President alone who has the authority to enter into or sign contracts that bind the University to any rights and obligations unless the President delegates this authority in writing, to third parties. Each year the President’s Office issues a memo to all faculty & staff regarding this and clearly indicates who has the authority to bind the university to the purchase of goods & services. The yearly memo from the President’s Office concerning this is typically issued within the first couple of weeks of the semester.

- This basically means that even though as a KU employee you may have the apparent authority to purchase goods and services on the behalf of KU, you do not have actual authority to do so without the benefit of using a pre-approved KU Purchase Order, Service Purchase Contract, or Purchasing Card.

- Employees making purchases without receiving prior approval to do so, through one of the “pre-approved” methods indicated, run the risk of not being reimbursed for a variety of reasons.

Check Requisitions website:  
https://www.kutztown.edu/about-ku/administrative-offices/accounts-payable/check-requisitions.html
SAP Purchase Requisitions

- Include important detailed information in the Text Header of the Purchase Requisition when entering the request into SAP.
- Quotes, sales orders, and copies of contracts are not acceptable forms for payment disbursements. A valid invoice is required for Accounts Payable to process a payment to a vendor.
- Email the invoice immediately to Accounts Payable email apinvoice@Kutztown.edu with the purchase requisition number, signature and ok to pay. This will place your email in the daily workflow in Accounts Payable for status monitoring to release payment on the invoice once all approvals on purchase requisition are completed and the purchase requisition has been flipped to a purchase order by the Procurement Department.
Questions
Customer Service Inquiries

- Any questions?

- Future inquiries regarding payments through Accounts Payable via direct contact:
  
  Denise Spease (610)683-4135
  Tiffany Hoffman (484)-646-4243

Also email to Accounts Payable at: apinvoice@kutztown.edu