

ACCOUNTS PAYABLE PROCEDURES

All requests for purchases must be approved by the Supervisor and Senior Administrator before the commitment is made to acquire the good or service. The CFO will approve purchase requests in the absence of any Senior Administrator. Any order in excess of \$5,000.00 or any order charged to Department 40100 must be approved by the CFO prior to making the commitment to purchase. Orders should only be placed after approval is given on the Purchase Form. Senior Administrators will review and return completed forms within 24 hours of receipt of the request.

Some vendors require Purchase Order (PO) numbers at the time an order is placed. PO numbers may be obtained by calling or sending a quote signed by a Senior Administrator to the Accounts Payable Coordinator.

The originating department should instruct the vendor to send all invoices to the originating department. The originating department will then forward the previously approved Purchasing Form and the initialed invoice to the Accounts Payable Coordinator. The Purchasing Form must be complete in order to process payment. A complete form must include the complete twelve-digit Budget Account number to be charged for the expenditure, all required documentation, and the required approval signature. **Incomplete forms will be returned to the originating department.**

Invoice amounts in excess of the originally approved amount must be sent back through the purchasing approval process for approval of the additional amount billed.

Each department is responsible for managing their departmental budgets. Requests should not be submitted for any budget line item that does not have sufficient budgeted funds for the expenditure. Budgeted funds within the same cost center may be moved from one line item to another line item with an approved Budget Revision Form. Purchasing Form, Expense Reports Form, Trip Approval Forms, and Budget Revision Forms are available from the Accounts Payable Coordinator, and can be e-mailed when requested.

Invoices must be given immediate attention and forwarded to the Accounts Payable Coordinator in a timely manner to allow sufficient time for processing into the Colleague System for payment. Any interest or late fees assessed by the Vendor for late payment will be charged to the department responsible for submitting the invoice on a timely basis. Inquiries from vendors regarding late payment will be directed to the originating department.

Request for reimbursements to employees (Expense Reports) must be received by the Accounts Payable Coordinator within 15 days after the expenses were incurred. Requests for reimbursements must include detailed receipts.

Completed Purchasing Forms, Expense Reports, and Trip Approvals turned in by noon will be processed by the Accounts Payable Coordinator that day. Checks will be ready customarily on Wednesdays.

Payments to Vendors will be mailed directly to the Vendor. Reimbursement of expenses will be picked up in the office of the Accounts Payable Coordinator. The department making the purchase must provide photocopies, along with the invoice, of any documents to be mailed to the Vendor in addition to the required file copy of the documentation.

All new vendors must provide a W-9 to be entered into Colleague.

Sales Tax:

USW is exempt from paying NM state sales tax on purchases of most goods, but not for a service provided to us. Hobby Lobby, Home Depot, and Walmart have issued USW tax exemption cards available for check out. Call the Accounts Payable Coordinator for information on the cards and to see if we have your Vendor listed in our tax exemption book.

The Accounts Payable Coordinator can produce a tax exemption certificate (NTTC) for your vendors. NM Vendors must provide an NM CRS number and a W-9. Out of State Vendors must provide a W-9.

Certificate of Liability:

All Service Providers and Contractors should provide a Certificate of Liability. If they do not have Worker's Compensation, they should submit a signed statement acknowledging they are a Sole Proprietor with less than 3 employees (with the Sole Proprietor counting as one of the employees).

Gifts, Gratuities, and Kickbacks:

The selection of Vendors and the awarding of contracts must be based upon the best overall benefit to the University. Employees are prohibited from accepting or giving gifts, gratuities, or favors, except those associated with common business courtesies of nominal value of \$50.00 or less. The value of all gifts received in one year from all sources must not exceed \$100.00.

October 21, 2021