



# **ACCOUNTS PAYABLE, PAYROLL SERVICES, & PROCUREMENT CARD**



# MISSION STATEMENT

**It is the goal of Accounts Payable to foster an image that is reflective of the university's mission while improving upon and portraying a knowledge and understanding of our Jesuit tradition and identity.**

**Accounts Payable is not only dedicated to the university's mission, we are also dedicated to fulfilling the Loyola promise of "Preparing people to lead extraordinary lives."**

**We maintain this belief by providing accurate financial information with the highest quality of service in an effort to exceed any and every customer expectation. Accounts Payable is committed to Service Excellence, Timeliness, Accuracy and Respect.**



# POLICY AND PROCEDURE

<http://www.luc.edu/finance/policies.shtml>

- **Travel and Business Expenses**
- **Procurement Card**
- **Scholarship and Fellowship**
- **Cellular Telephones**
- **Direct Deposit**
- **Records Retention**
- **Signature Authority and Approvals**
- **Sponsored Programs**





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- Business Services
- Controller's Office
- Sponsored Program Accounting
- Treasurer's Office

## Resources

- Account Code Definitions
- Documentation
- Finance Policies
- Financial Applications
- Online Forms
- Print Key

## Tools

- Crystal
- Financial Statements
- Kronos Timecard
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## News and Events

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## FINANCE POLICIES

- [Travel & Business Expense Policy](#) **\*\*New Policy\*\*** Effective 7/1/2007
- [Business Expenses](#) Effective through 6/30/2007
- [Entertainment Expenses](#) Effective through 6/30/2007
- [Financial Records Retention](#) (PDF)
- [Per Diem Rates - Domestic](#)
- [Per Diem Rates - Foreign](#)
- [Per Diem Excel File \(Domestic and Foreign\)](#)
- [SPA Policies](#)
- [Travel Expenses](#) Effective through 6/30/2007
- [Other University Policies](#)

### Resources

- Account Code Definitions
- Documentation
- Finance Policies
- Financial Applications
- Online Forms
- Print Key

# ON-LINE FORMS

<http://www.luc.edu/finance/forms.shtml>

- Check Requisition
- Expense Reimbursement
- Purchase Requisition
- Other





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## ONLINE FORMS

This website provides the University community with electronic forms and instructions to process financial transactions at Loyola. The forms are designed for on-line preparation and local approval using email.

Formatta Filler is required to be installed on your desktop before opening a Formatta form. Click on the following link for instructions on how to install [Formatta Filler](#). **If you have installed Formatta but still cannot open the forms please [click here](#).**

**The Check Requisition has been revised. Click [here](#) to read the announcement.**

Select the form and/or instructions from the menu below.

### Accounts Payable Forms:

- [Check Requisition \(Instructions\)](#)
- [Expense Reimbursement \(Instructions\)](#) \*Revised 10/18/2007\*
- [Expense Transfer \(Instructions\)](#)
- [Independent Contractor Review](#)
- [Procurement Card Application Form](#)
- [Reimbursement Due the University for Travel, Entertainment and Other Expenses Form](#)
- [Vendor Approval Form \(Instructions\)](#)
- [W9 Tax Identification Form \(Instructions\)](#)

### Resources

[Account Code Definitions](#)

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# Check Requisition

- Used for one time, smaller dollar purchases and/or payment of goods and services:
  - Conference fees and registrations
  - Membership dues
  - Professional services
  - Periodicals or subscriptions
  - Awards, honorariums or stipends
  - *Note this list to be representative and not inclusive.*
- Require all original documentation
- Require a W-9 for ALL non-”out-of-pocket” transactions
- Do not pay from a statement
- Only pay current charges
- Must have appropriate approvals



# Expense Reimbursements

- **\$75 documentation/substantiation requirement with an exception for lodging and cellular telephone expenses.**
- **Current mileage reimbursement rate:**
  - **\$0.505 per mile for January 1, 2008 through June 30, 2008**
  - **\$0.585 per mile for July 1, 2008 through December 31, 2008**
- **Per diem limits for the reimbursement of personal meals (only) as defined by the Federal Government for domestic and foreign and travel.**
- **Travel advances must be substantiated within 15 business day of the return from an event.**
- **Proper approvals must be included with submission of a request. Under no circumstances should a subordinate approve the request of a superior even if that subordinate has budgetary signature authority on an accounting unit.**



# Purchase/Web Requisition

- The acquisition of goods and services through Purchasing provides better control, tracking and approval of University Expenditures
- General uses:
  - Office Supplies
  - Computer software or Software Licenses
  - Equipment or appliances
  - Furniture
  - *Note this list to be representative and not all inclusive.*
- It is not permissible to pay for the above items out of pocket and request reimbursement.



# Other Forms/Documentation

- Expense Transfer Form
- Independent Contractor Review Form
- W-9 Tax Identification Form
- Printing Request Form
- Cash/Check Deposit Form
- Direct Deposit Form
- Change of Address Form (LOCUS vs. LAWSON)
- Account Code Listing



# EXPENSE MANAGEMENT

**When will an expense  
appear in my budget?**

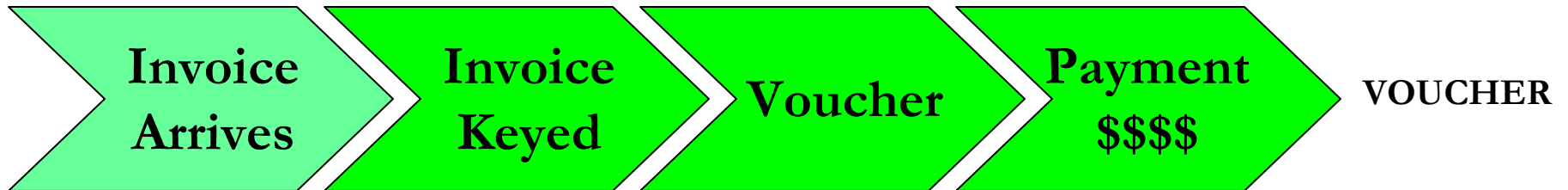


# By Payment Method

- **Purchase Orders**
  - **Stock, Non-Stock and Specials:** Upon the receipt of the goods and voucher of the invoice.
  - **Services:** Upon voucher of the invoice.
- **Check Requisitions:** Upon release of the Check Requisition.
- **Expense Reimbursements:** Upon release of the Expense Report.
- **Procurement Card**
  - **Transaction from 1<sup>st</sup> thru 20<sup>th</sup> – 27<sup>th</sup> of the month**
  - **Transactions from 21<sup>st</sup> thru 31<sup>st</sup> – 7<sup>th</sup> of the month**



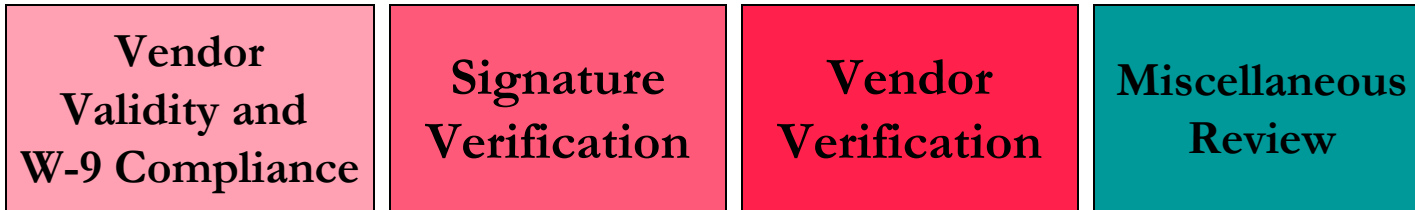
# P.O. PROCESS FLOW OVERVIEW



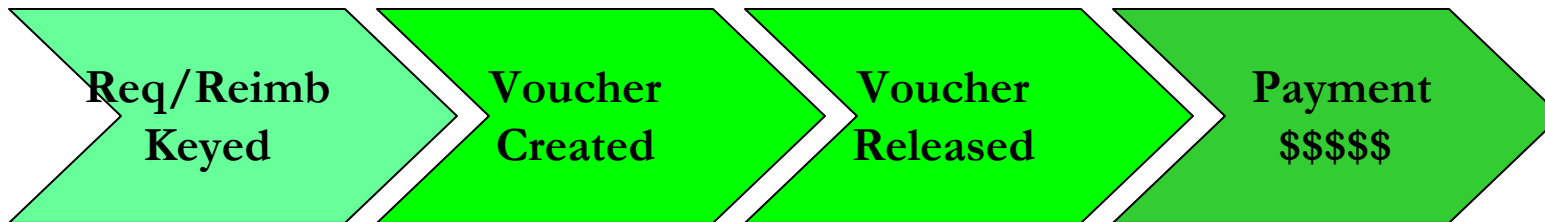
# CK REQ/EXP REIMB PROCESS FLOW OVERVIEW



PREPARATION



AP REVIEW



VOUCHER AND PAYMENT

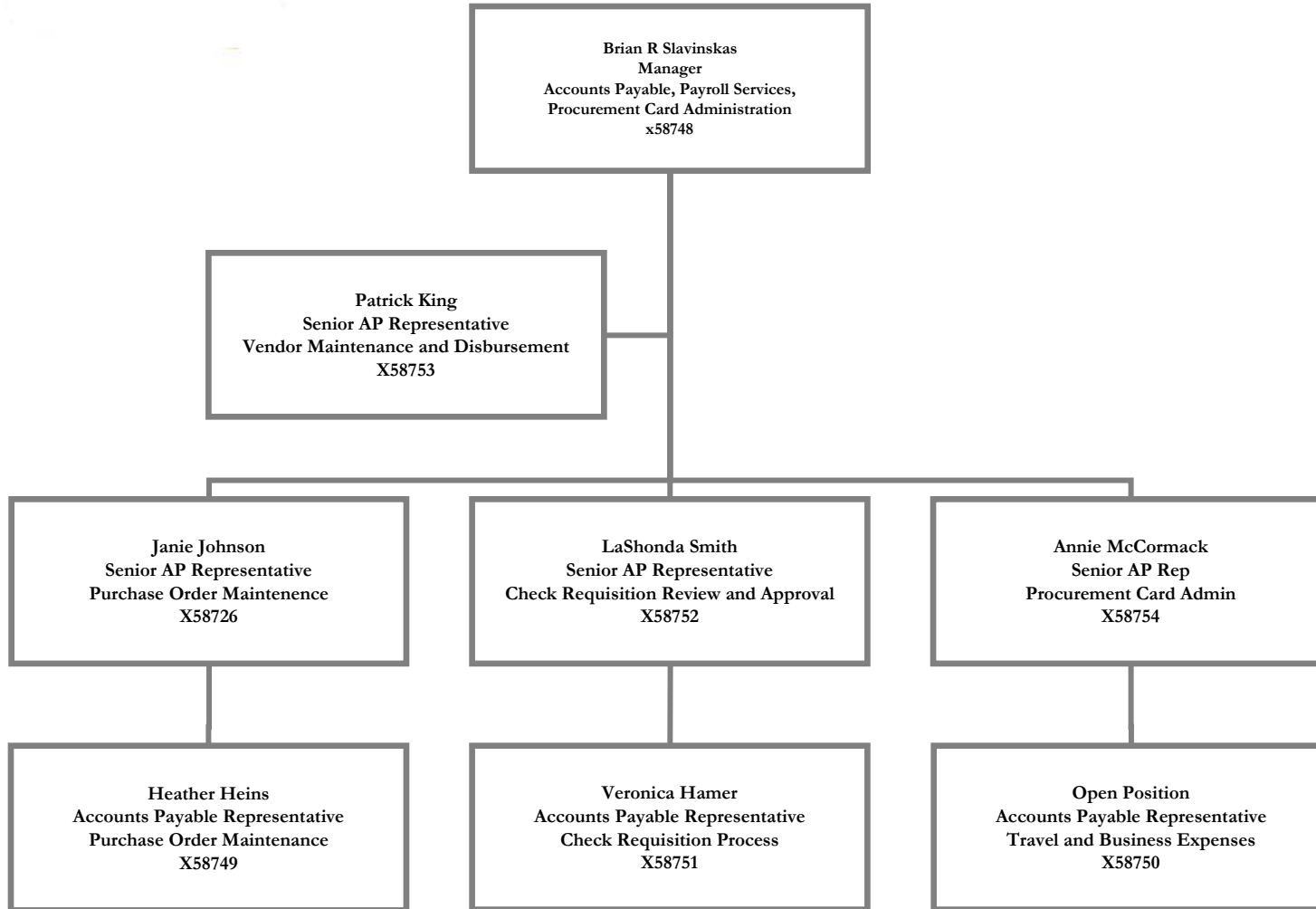


# FISCAL YEAR END

- **Deadline Communication**
- **Accrual Process**
  - **Check Requisitions and Expense Reports**
  - **Purchase Orders – Received not Invoiced**
  - **Procurement Card Transactions**
- **Miscellaneous Vendor Cutoffs - Chargebacks**
  - **Printing Services**
  - **Copier Charges**
  - **Office Supplies**



# CONTACT INFORMATION - AP



# CONTACT INFORMATION - PR

