

## VOUCHER CHECKLIST (PO VOUCHER)

Yes	N/A	Item	Description
		<b>Invoice Number</b>	Enter the exact invoice number as shown in the vendor invoice (case sensitive). No extra spaces or characters should be entered.
		<b>Invoice Date</b>	Enter the date of the invoice.
		<b>Invoice Receipt Date</b>	Enter the date the invoice was received by UHCL (If stamped, use the earliest stamped date).
		<b>Goods Receipt Date</b>	<p>Contracts</p> <ul style="list-style-type: none"> <li>Subscriptions – Enter the end of the term date.</li> <li>Periodic billing (e.g., monthly phone billing) – Enter the end of the period date.</li> <li>All other – Enter the service rendered date.</li> </ul> <p>Memberships/Subscriptions</p> <ul style="list-style-type: none"> <li>Enter the end date of membership/subscription.</li> </ul> <p>Non-contracted services</p> <ul style="list-style-type: none"> <li>Enter the service rendered date.</li> </ul> <p>Goods</p> <ul style="list-style-type: none"> <li>Enter the date goods were received.</li> </ul>
		<b>Purpose/Benefit</b>	Enter BOTH purpose and benefit of the payment in the voucher comment section.
		<b>Remit to Address</b>	<p>Check Payments:</p> <ul style="list-style-type: none"> <li>On the voucher payment page, select the “remit to” address indicated in the invoice that matches with the “remit to” address in the system.</li> </ul> <p>ACH/Wire Payments:</p> <ul style="list-style-type: none"> <li>On the voucher payment page, select an address in the invoice that matches one of the “remit to” address in the system.</li> </ul> <p>Do not select the “ordering” address.</p>
		<b>Cost Center</b>	State Funds and Local Funds (non-state funds) cannot be used on the same voucher.
		<b>Sales Tax</b>	<p>Direct payment to the vendor</p> <ul style="list-style-type: none"> <li>No Texas Sales Tax can be paid.</li> </ul>
		<b>Voucher Total</b>	<ul style="list-style-type: none"> <li>Enter the total voucher amount that match with the invoice amount. For recurring services (e.g., AT&amp;T, T-Mobile, etc.) enter the monthly charge amount on the invoice.</li> <li>In general, state/local fund purchase of \$15,000 or more requires a PO. Federal fund purchase of \$10,000 or more requires a PO. There are some exceptions (see <a href="#">MAPP 04.01.03 Section VI</a>).</li> </ul>
		<b>Invoice (Direct Vendor Payment)</b>	<p>Upload the merchant produced invoice that shows:</p> <ul style="list-style-type: none"> <li>Relevant details for each item purchased and quantity</li> <li>Amount and description for each item</li> <li>Merchant name (must agree with the vendor name on the voucher), address, total amount, and date of purchase.</li> </ul>
		<b>Contracts – additional requirements</b>	<p>Include the following information (Please provide comment that Original Contract in Purchasing IF it reflects the following, if not please provide supporting documents):</p> <ul style="list-style-type: none"> <li>Total contract amount.</li> <li>Total payments to date <u>including this voucher</u>.</li> <li>The remaining amount of the contract to be paid.</li> </ul>

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			<ul style="list-style-type: none"> <li>If the vendor classification is "Individual Recipient/Student", and the payment is for the services rendered, upload a completed Worker Classification Checklist for Determining Employee/Independent Contractor Status.</li> </ul>
		<b>Memberships/dues</b>	<p>The invoice must show the beginning and ending dates of the membership.</p> <ul style="list-style-type: none"> <li>State Funds – must be listed on the approved list on the <a href="#">website</a>.</li> <li>Sponsored Project Funds – cannot be used to pay for memberships/dues.</li> </ul>
		<b>Subscription Services</b>	<p>The invoice must show the beginning and ending dates of the membership.</p> <ul style="list-style-type: none"> <li>State Funds – cannot be paid more than six weeks in advance of the beginning date.</li> <li>Sponsored Project Funds – subscription cannot extend beyond the award expiration date.</li> </ul>
		<b>Business Meals / Official Functions</b>	<ul style="list-style-type: none"> <li>Local Funds only.</li> <li>Gratuity up to 20% only (exception applies to Chancellor/President).</li> <li>Must include date and location.</li> <li>Group of 10 or fewer people: Must include the participant names, titles, institutional affiliations/relation to the university.</li> <li>Group of more than 10 people: Must include the name of the honored guest(s), the number of attendees, and the relationship of the guests to the university.</li> <li>Official Functions must be approved by department chair, director, associate dean, dean, assistant/associate vice president, vice president, president, or chancellor.</li> <li>Official Functions must be approved by the authority higher than the highest ranking person hosting the event.</li> <li>If attendees are university employees only, approval of the dean or director is required.</li> <li>If the total cost exceeds \$5,000, the Official Functions Approval Form is required.</li> <li>Involvement of spouses in university official functions is not allowed unless there is a clear bona fide business purpose (contact the Tax Department).</li> </ul> <p>Reference: <a href="#">MAPP 05.02.02</a> Official Functions and Discretionary Expenditures.</p>
		<b>Offset Printing Services</b>	<p>If the services are provided by the University Printing Department, a PO is not required regardless of the amount. However, the payment will need to be processed via an IDT form (provided by UHCL Printing Service-Ricoh) and the printing service will then process an SCR Voucher.</p>
		<b>Advertisements/ Printed Items (UHCL logo, logotype, or trademark)</b>	<p>Upload the approval:</p> <ul style="list-style-type: none"> <li>Staff Employment Ads – Human Resources Department</li> <li>Faculty Employment Ads – Office of Equal Opportunity Services (EOS)</li> <li>Non-Employment Ads – Vice President of University Marketing and Communication (or designee)</li> </ul>
		<b>Gift Cards / Certificate</b>	<p>Gift Card Request Form. Must be fully signed prior to purchasing Gift Cards.</p>
		<b>Flowers</b>	<ul style="list-style-type: none"> <li>Flowers for centerpieces or decorations of the official function event only.</li> <li>Flowers for university employees or family will not be paid from university funds.</li> </ul>
		<b>Advance Payment</b>	<ul style="list-style-type: none"> <li>Must meet one or more of the criteria listed in <a href="#">MAPP 04.01.05 Section IV</a>.</li> <li>Must attach one of the following to the voucher: Pro Forma Invoice, order form noting that advance payment is required, or a letter from the vendor explaining that advance payment is required.</li> <li>If the advance payment is for the expense in the next fiscal year, use account 15100. The department is responsible for moving the advance payment to expense and for releasing the encumbrance if applicable.</li> </ul>

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		<b>Refusing Late Interest Charge</b>	See the Payment Reason Codes in <a href="#">MAPP 04.01.10 Section VIII. G. 2.</a> If the Payment reason Codes do not apply, do not refuse late interest charges. Enter the Payment Reason Code in the voucher payment page (click on "Late Charge").
		<b>Foreign Wire Payments (Processed by AP only)</b>	<ul style="list-style-type: none"> <li>• Local Funds Only</li> <li>• To be processed by AP Office only.</li> <li>• Attach the wire instruction (bank information) to the voucher</li> <li>• Indicate in the payment comment section whether the wire payment will be in US Dollar or the specific foreign currency.</li> <li>• If US Dollar, indicate the amount on the voucher and submit it to AP. If foreign currency, indicate \$0 on the voucher and submit it to AP.</li> </ul>