



TABLE OF CONTENTS

Contents

SUPPORTING DOCUMENTATION REQUIRED FOR VOUCHERS	2
SIGNATURES REQUIRED BY ACCOUNTS PAYABLE	2
REASONS VOUCHERS WILL BE DENIED BY ACCOUNTS PAYABLE	2
HOW TO REVIEW THE VOUCHER STATUS	6
VOUCHER WORKFLOW PROCEDURES	11
PURCHASING PROCESS OVERVIEW	13
SPECIAL RULES	16
OTHER TIDBITS.....	17
RETURNS AND EXCHANGES	18
PROCEDURE FOR PURCHASES WITH A REQUISITION – DELIVERY ACROSS THE DOCK.....	19
PROCEDURE FOR PURCHASES WITH A REQUISITION – DELIVERY NOT ACROSS THE DOCK.....	20
PROCEDURE FOR PURCHASES MADE WITHOUT A REQUISITION – DELIVERY ACROSS THE DOCK.....	20
PROMPT PAYMENT LAW	21

SUPPORTING DOCUMENTATION REQUIRED FOR VOUCHERS

1. Invoices for payment to vendors.
2. Receipts for reimbursements showing proof of payment. NOTE: Credit card receipts are no longer acceptable. Itemized receipts are required.
3. The Voucher with all required signatures other than those obtained electronically.
4. Documentation showing UCT approval of computing purchases that were not done on a PO.
5. Voucher signed by Cost Center Manager or department head when paying invoices to vendors.

SIGNATURES REQUIRED BY ACCOUNTS PAYABLE

Non-Travel Vouchers:

1. Reimbursements require signature of the Payee and their Supervisor.
2. All vouchers where the originating department is spending Provost (C0061) funds must have the signature of the Division Business Administrator for the originating department on the Voucher. It must be scanned and attached to the electronic voucher. Change the source on the voucher to PRV which will redirect the voucher to the Division Business Administrator for PRV for approval. Choose the Provost path.
3. All vouchers for membership fees from State funds must have the signature of the Associate Vice President for Finance. Submit the voucher into workflow. Accounts Payable will scan and attach the signed voucher and process it once it is on the Accounts Payable worklist.

NOTE: The Division Business Administrator's approval as well as any intermediate approval will be obtained electronically through the workflow process. The Division Business Administrator's approval indicates all required signatures have been obtained with the exception of the Associate Vice President's signature for Memberships on State funds.

REASONS VOUCHERS WILL BE DENIED BY ACCOUNTS PAYABLE

1. The purchase is over \$5000 and a PO was not done.
2. The invoice must be obtained. A quote is not acceptable.
3. Only one invoice number should be created per voucher.
4. The invoice or other supporting documentation does not agree with the voucher.
5. The Invoice number or invoice date is wrong.
6. There is no justification for invoice date that is 60 days or older.
7. The address is wrong or does not match the invoice particularly when paying by check.
8. The amount on receipts do not match the amount on voucher. If different, a reason must be stated.
9. The dates are incorrect or missing i.e. Goods receipt & acceptance dates should be the same.
10. No comments written or the voucher justification of five W's (who, what, where, when and why) is not sufficient.

11. The number of attendees is not listed if for entertainment purpose. Names must be included if there are ten or less attendees.
12. Memberships and subscriptions must have beginning and end dates.
13. Benefit statement is not added to voucher.
14. A statement is needed as to why paying late.
15. The source of funds and/or account is not appropriate for the items being purchased i.e. Restricted fund is used.
16. Account code is incorrect.
17. The voucher is claiming/paying for state sales tax.
18. Required approvals and/or signatures are missing.
19. Print names if the signature is illegible.
20. The Division Business Administrator approving the voucher doesn't have cost center authority.
21. Computer related items need prior approval from UCT. Exceptions to Computer related items pre-approval are:
 - blank CD/DVDs
 - cases for laptops/tablets
 - desktop sit/stand stations (e.g. Varidesks)
 - ergonomic keyboard and mouse arm rests
 - jump drives
 - keyboard trays (mounts to a desk)
 - monitor arm mounts
 - mouse pads
 - printer ink and/or toner
22. Brand Guide approval needed when ordering merchandise with UHCL logo.
23. HR approval is needed for employment ads.
24. If person attending business meal is the signature authority, their supervisor must also sign the voucher.
25. Person reimbursed did not sign voucher coversheet.
26. Person getting reimbursed does not have supervisor signature.
27. Proof/method of payment for reimbursements is not uploaded.
28. Reimbursement for gift cards must have the Gift Card request form approved prior to purchase.
29. Food Waiver form must be uploaded when purchasing food over \$100 off campus (\$500 for Pearland).
30. Vendor hold status for purchases over \$500 is not uploaded.
31. No itemized receipts on meals.
32. No back up is uploaded or wrong documentation is uploaded.
33. The documentation is not adequate to support the payment.


- 34. The supporting documentation is illegible.
- 35. Sensitive information has not been redacted.
- 36. The documentation is not oriented correctly, with the ability to read top down and left-to-right.
- 37. The wrong path has been chosen i.e. Grant funds should be routed through OSP.
- 38. Voucher not signed by Cost Center Manager or department head when paying invoices to vendors.

HOW TO APPROVE/DENY A VOUCHER (College/Division, Intermediate, Final Approvers)

The college/division, intermediate, or final approver will need to either approve or deny vouchers.

Step 1: Go to the Home Page, then Voucher Worklist. Select a voucher for review by clicking the **Approve Doc** hyperlink.

Bank Code	From	Date From	Source	Work List Name	BU	Voucher ID	Accounting Date	Invoice Number	Approve Doc
BOAC	Evans,Cheryl Ann	08/09/2021	POL	Route for Additional Approvals	00759	00265044	08/09/2021	287290781303X07272021	Approve Doc

Step 2: Click on the Documents tab. Click on the **Print Voucher Coversheet** hyperlink to review the voucher details. Click on  icon to review the supporting documentation.

Approval
Line Information
Charge Information
Documents

Business Unit:	00759	Invoice Number:	287290781303X07272021
Voucher:	00265044	Vendor:	<u>AT&T MOBILITY</u>
Invoice Date:	07/19/2021	ID:	0000007857
Post Unposted Status:		Posting Date:	


Voucher Coversheet

Print Voucher Coversheet
 Include Approval History

Voucher Document Images

Display Active Documents Only
 Add New Document

Find | View All First ◀ 1 of 1 ▶ Last



Secured Document

Document Status: Active Document Seq Nbr: 1

Created By: 1232537 Evans,Cheryl Ann

Created Date/Time: 08/09/21 3:22:09PM

Last Update User ID: 1232537

Last Update Date/Time: 08/09/21 3:22:09PM

Image Type: PDF

Step 3: Click on the Approval tab. Select **Approve** or **Deny** from the Action drop down box. If the voucher is denied, enter a comment in the Comment field describing why the voucher is denied. **This is required.** Click the **Apply** button.

NOTE: A comment can be entered at any time by anyone.

Approval	Line Information	Charge Information	Documents
Business Unit:	00759	Invoice Number:	287290781303X07272021
Voucher:	00265044	Vendor:	AT&T MOBILITY
Invoice Date:	07/19/2021	ID:	0000007857

[Link to Voucher](#)

Route to:

*Please select the appropriate approval path:

- Dept/Coll/Div - AP
- Dept/Coll/Div - Contract & Grant - AP
- Dept/Coll/Div - Tax - AP
- Dept/Coll/Div - Provost - AP

Initial By

Dept: C0019 1232537
Source: POL - Police

Approval Information	Voucher Info
Appr Inst: 3795157	Inv Dt: 07/19/2021
Status: Pending	Inv Rcpt Dt: 08/04/2021
Action: Deny	Good Rcpt Dt: 07/19/2021
Apply	Inspect Dt: 07/19/2021
	Gross: \$1,243.39

Comment History

08-09-21 03:22 PM : Dept/Coll/Div - Payables Office : Approve: Evans, Cheryl Ann

Comment

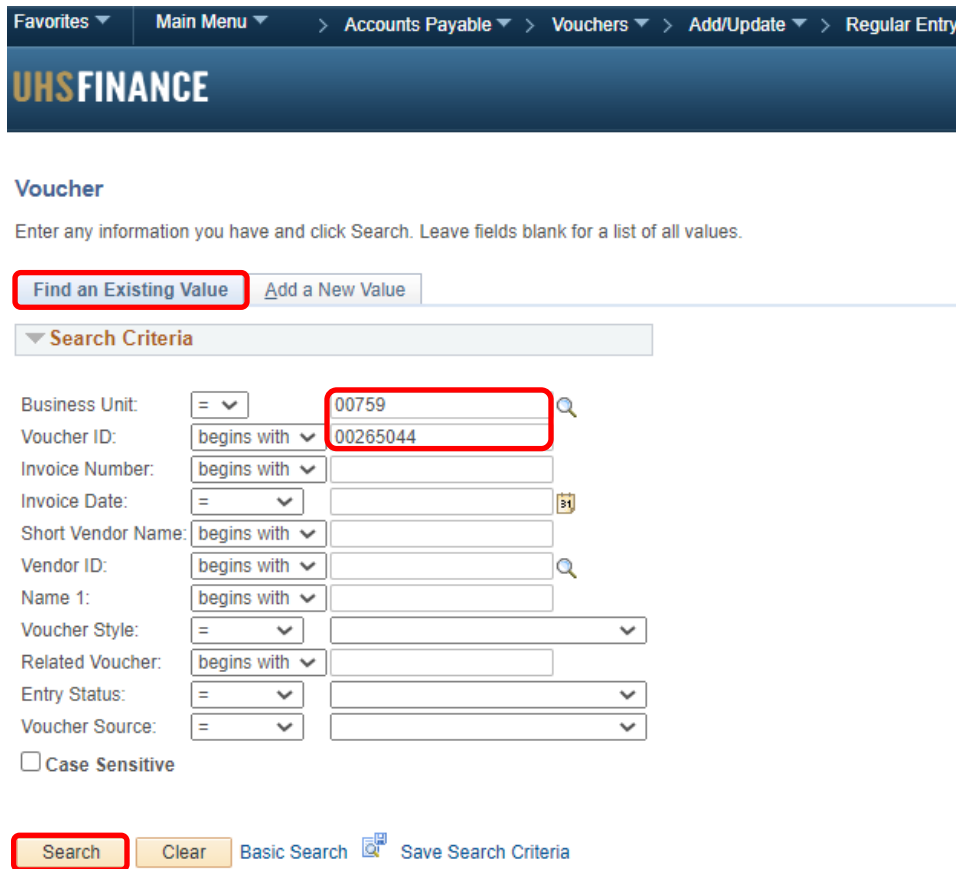
PLEASE ENTER SUPPORTING DOCUMENTATION

HOW TO REVIEW THE VOUCHER STATUS

To see the workflow status of a voucher, navigate as follows:

ACCOUNTS PAYABLE – VOUCHERS – ADD/UPDATE – REGULAR ENTRY

Step 1: Click on the “Find an Existing Value” tab. Enter the Business Unit “00759” and the voucher number. Click the **Search** button.



The screenshot shows the PeopleSoft Voucher Search interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. Below this is the UHS FINANCE logo. The main heading is "Voucher". A sub-heading says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (highlighted with a red box) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. The search criteria fields are: Business Unit (dropdown menu, value: 00759, highlighted with a red box), Voucher ID (dropdown menu: begins with, value: 00265044, highlighted with a red box), Invoice Number (dropdown menu: begins with), Invoice Date (dropdown menu: =, empty field), Short Vendor Name (dropdown menu: begins with), Vendor ID (dropdown menu: begins with), Name 1 (dropdown menu: begins with), Voucher Style (dropdown menu: =, empty field), Related Voucher (dropdown menu: begins with), Entry Status (dropdown menu: =, empty field), and Voucher Source (dropdown menu: =, empty field). There is a checkbox for "Case Sensitive" which is unchecked. At the bottom, there are buttons: "Search" (highlighted with a red box), "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a save icon).



Step 2: Click the Approval Log tab. The approval information is displayed on the Approval Log page. The Comment History contains information about who approved/denied the voucher and when. The most recent approval history is recorded on the Approval Log.

Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log	Error Summary
---------	-------------------	---------------------	---------------	----------	--------------------	-----------	--------------	---------------

Business Unit: 00759 Invoice Number: 287290781303X07272021
 Voucher: 00265044 Vendor: AT&T MOBILITY LLC
 Invoice Date: 07/19/2021 ID: 0000007857

[Link To Approval Page](#)

Route to:

*Please select the appropriate approval path:

- Dept/Coll/Div - AP
- Dept/Coll/Div - ContractGrant - AP
- Dept/Coll/Div - Tax - AP
- Dept/Coll/Div - Provost - AP

Initial By	
Dept: C0019	1232537
Source POL - Police	
Approval Information	Voucher Info
Appr Inst: 3795157	Inv Dt: 07/19/2021
Appr Stat: Denied	Inv Rcpt Dt: 08/04/2021
	Good Rcpt Dt: 07/19/2021
	Inspect Dt: 07/19/2021
	Gross: \$1,243.39

Comment History

08-09-21 03:22 PM : Dept/Coll/Div - Payables Office : Approve: Evans, Cheryl Ann
 08-29-21 10:45 PM : Dept/Coll/Div - Payables Office : Deny: Bautista, Milagros Garcia: PLEASE ENTER SUPPORTING DOCUMENTATION

Comment

Approval Log

Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID	Name
1	I	Initiated	08/09/21 3:22:55PM	1232537	Evans, Cheryl Ann
2 Step 1	D	Denied	08/29/21 10:45:53PM	8003169	Bautista, Milagros
3 Step 2	P	Pending	08/09/21 3:22:55PM		

Await Approval From: 1232537

This tells you who needs to approve the voucher next.

HOW TO DELETE VOUCHER

Vouchers that have not been paid can be deleted. Only the originator of the Voucher can delete the Voucher. If the Voucher to be deleted does not have an Accounting Date that is in the current open period, the Accounting Date must be changed (i.e. change it to the date the voucher is being deleted) before the Voucher can be deleted. If the originator is no longer employed by UHCL, please contact Accounts Payable to get the voucher deleted.

To delete a voucher, navigate as follows:

ACCOUNTS PAYABLE – VOUCHERS – ADD/UPDATE – DELETE VOUCHER

Step 1: Enter the Business Unit “00759” and the Voucher Number for the Voucher to be deleted. Click the **Search** button.

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit: [=] 00759

Voucher ID: begins with 00265044

Entry Status: [=]

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

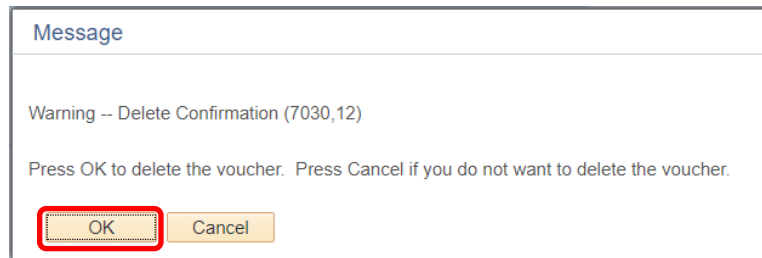


Step 2: Click the Delete button.

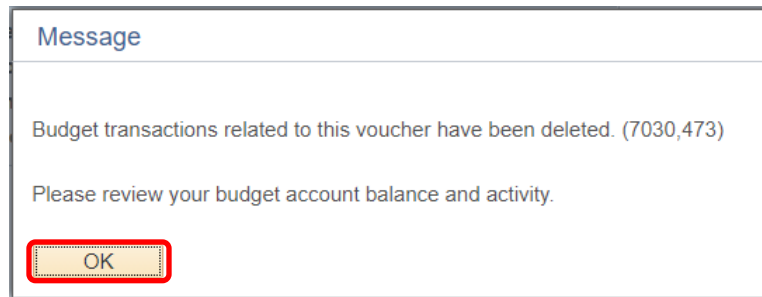
Delete Voucher		Voucher Details			
Business Unit:	00759	Voucher:	00265044		
Vendor					
Vendor:	0000007857 AT&T MOBILITY				
ShortName:	AT&TMOBILI-001				
Voucher Information					
Invoice:	287290781303X07272021	Origin:	ONL	Header Budget Status:	Valid
Date:	07/19/2021	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	1,243.39	USD		Entry Status:	Postable
Related Voucher					



Step 3: Click the **OK** button on the Warning – Delete Confirmation message.



Step 4: Click the **OK** button on the budget check message that is displayed. You will get this message only if you are deleting a budget checked voucher. The funds have been returned to the cost center.



Notice the Entry Status has changed and the delete button is grayed out:

Delete Voucher | Voucher Details

Business Unit: 00759 Voucher: 00265044

Vendor

Vendor: 0000007857 AT&T MOBILITY

ShortName: AT&TMOBILI-001

Voucher Information

Invoice:	287290781303X07272021	Origin:	ONL	Header Budget Status:	Valid
Date:	07/19/2021	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	1,243.39 USD	Entry Status:		Entry Status:	Deleted
Related Voucher		Close Status:		Close Status:	Open

Delete

VOUCHER WORKFLOW PROCEDURES

<p>Originator (non-travel vouchers)</p>	<ol style="list-style-type: none"> 1. Create and save the voucher in PeopleSoft. 2. Print the voucher and obtain all required signatures. 3. Electronically attach the required supporting documentation for the voucher including the printed Voucher with signatures. 4. Budget Check the voucher. If the voucher fails budget check, contact the Division Business Administrator for resolution. The Budget Status must be "Valid" before it can be entered into workflow. 5. Select the appropriate workflow path and choose "Approve" and "Apply" on the Approval 2 tab to enter the voucher into workflow. <ul style="list-style-type: none"> ENCLOSURES: If there is an "Enclosure", Accounts Payable will send the enclosure with the payment. (The enclosure has been attached electronically through Document Imaging to the Voucher.) SPECIAL HANDLING: If the voucher requires "Special Handling", specify the special handling instructions in the Voucher Comment field. RUSH VOUCHERS: Email the Voucher Coversheet along with the reason for approval of rush processing to the Director of Accounts Payable. If approved, Accounts Payable will scan and attach the approved printed copy of the voucher to the electronic voucher and process it as a "Rush". MEMBERSHIPS ON STATE FUNDS: Send a printed copy of the Voucher to the Associate Vice President for Finance. If approved, Accounts Payable will scan and attach the printed copy of the Voucher to the electronic voucher and process. MEMBERSHIPS ON LOCAL FUNDS: No special approval needed. Process the voucher like all other vouchers.
<p>College/Division Approver</p>	<ol style="list-style-type: none"> 6. Monitor the Payables worklist reviewing each voucher along with the supporting documentation before approving. Check your Payables Worklist daily for Voucher denials. 7. Approve the voucher by selecting "Approve" and "Apply" on the Approval 2 tab.



Intermediate Approver	<ol style="list-style-type: none">8. Monitor the Payables worklist reviewing each voucher along with the supporting documentation. Check your Payables Worklist daily for Voucher denials.9. Approve the voucher by selecting "Approve" and "Apply" on the Approval 2 tab.
Accounts Payable	<ol style="list-style-type: none">10. Monitor the Payables worklist reviewing each voucher along with the supporting documentation.11. Approve the voucher by selecting "Approve" and "Apply" on the Approval 2 tab.

NOTE: Originals do not have to be retained past the month that has been reconciled.

PURCHASING PROCESS OVERVIEW

The Purchasing Process usually begins with a Requisition – but not always. The Requisition will list what you intend to purchase and will take funds from your cost center and set them aside for the purchase. The Requisition is not a definite commitment to make the purchase until it is turned into a Purchase Order (PO) by the Purchasing department. At the time the requisition is turned into a PO, you have a contract with the vendor to purchase the items that are ordered. Once the goods have been received, the Accounts Payable department will turn the PO into a Voucher which will create the expense against the cost center and a check will be created to pay the vendor for the items ordered and received.

There are five ways to make purchases on behalf of the University:

1. **Requisition** – a requisition is a PeopleSoft transaction that lists the items you would like to order. The requisition is sent to Purchasing via workflow.
2. **Voucher** – a voucher is a PeopleSoft transaction that pays an invoice. Usually you have already received the goods and have an invoice from the vendor or you are paying for the item being purchased at the same time you are ordering it (i.e. registration, subscription, or membership). The Voucher is sent to Accounts Payable via workflow.
3. **P Card** (Procurement Card) – a university credit card. You will reallocate expenses in the bank credit card system (currently GCMS with Citibank) in accordance with the procedures and deadlines set forth by Procurement. For cardholders that cannot meet this deadline, the transactions will be charged to the cardholder's default cost center at the time Accounts Payable pays the University bill. In that case, a journal entry must be processed to properly reallocate the transactions for that billing cycle.
4. **IDT** (Interdepartmental Transfer) – Purchases can be made from specific university departments including University Copy Services, Mail Room, Bookstore, FMC (Facilities Management), and UCT (University Computing). Each department has their own form to complete.
5. **Contract** – used for the purchase of services for the University.



Purchases on a Requisition

1. Any goods or service over \$1000 except memberships, registrations, and subscriptions.
2. Bottled Water
3. Advertisements, however if the vendor only takes a credit card, use a P Card instead. Obtain approval from the Communications Office or the Human Resources Office.
4. Printing if not done by the University Copy Services.
5. Maintenance Agreements
6. Any order paid with state funds regardless of dollar amount. If you have an order being purchased with state funds, contact the Purchasing Office at x2150 for assistance.
7. Purchases from \$500 - \$1000 that require a hard copy of the Purchase Order (PO) to place the order.

NOTE: Any purchase under \$1000 that is not paid from state funds can also be made on a P Card.

Purchases on a Voucher

1. Any goods less than \$1000. You will have an invoice or receipt for this.
2. Subscriptions regardless of dollar amount. You will include a subscription form with this.
3. Registrations regardless of dollar amount. You will include a registration form with this.
4. Membership Fees regardless of dollar amount. You will include a membership form with this.

P Card

Use a P Card to make purchases that are allowed within the purchasing guidelines. Purchases made with the P Card are limited to \$1,000 per transaction. Exceptions to the \$1,000 limit are transactions for memberships, registrations, and subscriptions. **DO NOT** ask the vendor to split the charges to circumvent this limit. For additional information, please contact Purchasing at ext. 2150.

Examples of acceptable purchases include:

1. Books and Video Tapes
2. Automobile Repair Parts
3. Small Tools and Hardware
4. Office Supplies
5. Meals - Candidate meals and business lunches. This **does not** include travel per diem meals.
6. Neumann Library may use P Card for Library supplies including on-line articles, information, etc.
7. Software or computer related items. This must be approved by UCT **before** purchase.



8. Computer Hardware (monitors, CPU's, printers, etc.). This must be approved by UCT **before** purchase.
9. Controlled Assets – These items include computers, tablets, iPads, cameras, and projector over \$500. This must be approved by UCT **before** purchase.
10. Advertisements under \$1000 with approval from the Communications Office.
11. Marketing items with approval from the Communications Office.

All approval documentation must be uploaded along with the invoice or receipt for each transaction. Advertising transactions must include a copy of the ad.

Examples of unacceptable Purchases include:

- Any purchase using state funds
- Alcoholic beverages
- Capital equipment (unit value is \$5,000 and above)
- Consulting services
- Fuel
- Independent contractors
- Orders that require written confirmation or signature (purchase order)
- Personal items
- Service contracts (labor only)
- Temporary personnel
- Travel expenses (airlines, car rentals, hotels, meals, etc.)

NOTE: P Cards cannot be used if you are paying from state (Fund 1xxx) funds.

IDT's (Interdepartmental Transfers)

1. Copy Services – produces business cards, letterhead, envelopes, NCR forms, posters, and banners. Also provides graphic design as well as other custom printing. If Copy Services can fulfill your printing needs, order your printing through them. If your printing needs cannot be fulfilled by Copy Services, process a requisition.
2. Mail Room – handles any postage and mailing needs
3. Bookstore – any purchase under \$500 not paid from state funds.
4. FMC repairs – access the FMC website to process work orders for repairs.
5. UCT – repairs on computing equipment. Some software and hardware can also be purchased via an IDT but check with your Business Coordinator or UCT first.

SPECIAL RULES

1. **Purchases less than \$1,000** – When possible use a P Card or a voucher for purchases under \$1,000.
2. **Purchases for more than \$1,000 but less than \$5,000** – Process a requisition for purchases more than \$1,000 but less than \$5,000. You may recommend a vendor. Purchasing can call the recommended vendor to place the order. Purchasing always has the option to send any order “out for bid” at their discretion. For Federal funds, any purchases over \$3,000 must “go out to bid”.
3. **Purchases for more than \$5,000 but less than \$25,000** – If your purchase is more than \$5,000 but less than \$25,000, the order must “go out to bid”. You will process a Requisition and can recommend a vendor. Once Purchasing receives your Requisition via workflow, they will ask for telephone or fax bids from vendors and will make the decision whether to go with the vendor you recommended or the vendor they select based on the bid process and order requirements you’ve submitted on the Requisition. The bid process takes approximately 10 days. Once the vendor has been selected, Purchasing will create the Purchase Order and place the order.
4. **Purchases for more than \$25,000** - If your purchase is more than \$25,000, the order must “go out to bid”. You will process a Requisition and can recommend a vendor. Once Purchasing receives your Requisition via workflow, a formal bid will be done. This bid process must include two HUB (Historically Underutilized Business) vendors. Purchasing will make the decision whether to go with the vendor you recommended or the vendor they select based on the bid process and order requirements you’ve submitted on the Requisition. Purchasing may also decide to post the bid request on the Electronic State Business Daily website for a minimum of 14 days (less for emergency purchases). The entire bid process takes approximately 3 – 4 weeks. Once the vendor has been selected, Purchasing will create the Purchase Order and place the order.



OTHER TIDBITS

Blanket Order

A blanket order is a Purchase Order (PO) issued for an extended time period to permit repeated purchases of clearly defined goods or services at a negotiated price. Blanket orders typically indicate an estimated usage during the period of coverage. An example of a blanket order is BottledWater order for the year.

Contracts

A contract is an agreement by two or more individuals and/or entities specifying obligations for which each individual and/or entity agrees to be held accountable. An example of a contract is speaker agreements or vendor workshops.

WEBSITES

For additional information related to Procurement and P Cards, please access the [Procurement and Contracts](#) on the UHCL website.

RETURNS AND EXCHANGES

Items Purchased on Purchase Order

Department	<ol style="list-style-type: none"> 1. Notify Dock of item to be returned or exchanged. 2. Specify if there is to be a credit or exchange. 3. Email the Purchasing mailbox (UHCL Procurement) with information on return/exchange. <p>NOTE: Department incurs the cost for the shipping unless the product is damaged.</p>
Dock	<ol style="list-style-type: none"> 4. Pick up item to be returned or exchanged. 5. Complete the Return/Exchange Form and either mail item back or vendor will pick up. Dock handles return if item is sent regular UPS. Charge is made via the SCR process. 6. Upload the Return/Exchange Form to the PO. Email the form to the Purchasing mailbox and the Accounts Payable mailbox. 7. File the Return/Exchange Form.
Purchasing	<ol style="list-style-type: none"> 8. Run the PO Status Report to see if the line has been paid. If the line has been paid, notify the department to get a credit from the vendor. If the line has not been paid, do the following: <ul style="list-style-type: none"> • <u>Exchange</u> – create a PO Change Order, place the order, and generate another PO copy reflecting the change. • <u>Return</u> – cancel the line on the PO and generate another PO copy. 9. Then normal processing is followed.

Purchases made without a Requisition

Department	<ol style="list-style-type: none"> 1. Notify Dock of item to be returned. Handle details of return or exchange with the vendor.
Dock	<ol style="list-style-type: none"> 2. Pick up item to be returned or exchanged. 3. Complete the Return/Exchange Form and either mail item back or vendor picks up item. Dock handles return if item is sent regular UPS. Charge is made via the SCR process. NOTE: Department incurs the cost for shipping unless the product is damaged. 4. File the Return/Exchange Form.

PROCEDURE FOR PURCHASES WITH A REQUISITION – DELIVERY ACROSS THE DOCK

Department	1. Create Requisition
Purchasing	2. Turn the Requisition into a PO and place the order. 3. Sends copy of the Receiving Report via email to the Dock. Print one copy of the PO for the Department. The need for other copies will be determined on a case by case basis.
Dock	4. Print Receiving Report from Purchasing's email. File by VendorName and PO#. Enter data in PO Log Book. 5. Goods are delivered to the Dock. All UHCL ordered packages will be opened and the contents verified before delivery to the recipient department. Packages that appear to be personal will not be opened. Recipients of personal items will be accountable for acceptance of items by signing a Personal Delivery slip. 6. Pull the copy of the Receiving Report and match it to the delivery. If OK, enter data in the Receiving Log Book and place Receiving Report along with the goods on shelf for delivery. If not OK, call the vendor. 7. Make delivery to department. The Receiving Dock will attempt delivery of packages (regardless of source i.e. Purchase Order, P- Card, etc.) 3 times. After 3 attempts, an email will be sent to the appropriate Business Coordinator to determine the next course of action. If a request is made for an item to not be delivered and to be left on the dock for 5 days or more, a Receiving Report must be signed by the recipient department upon request so that paperwork may be processed for the Purchasing and Accounts Payable departments. 8. Get departmental signature on Receiving Report. NOTE: A copy will not be left with the department. 9. Scan and upload the signed Receiving Report to the PO. This will be done within 24 hours after the departmental signatures have been obtained. 10. Daily, once the scan and upload of the Receiving Report is complete, send an email to A/P mailbox at "UHCL Accounts Payable" with the electronic signed Receiving Reports for the day attached. 11. File the signed original Receiving Report
Accounts Payable	12. Retrieve dock emails from A/P mailbox and match PO's for which deliveries were made with invoices for payment.

NOTE: PLEASE NOTIFY PURCHASING IF DELIVERY OF YOUR ORDER HAS NOT BEEN MADE WITHIN ONE WEEK PAST THE DELIVERY DUE DATE.

PROCEDURE FOR PURCHASES WITH A REQUISITION – DELIVERY NOT ACROSS THE DOCK

Department	1. Create Requisition
Purchasing	2. Turn the Requisition into a PO and place the order.
Department	3. Goods or services are received. 4. Print the Receiving Report, sign, and email the electronic signed Receiving Report to the Purchasing and A/P mailboxes as follows: <ul style="list-style-type: none"> • Purchasing: UHCL Procurement • Accounts Payable: UHCL Accounts Payable
Purchasing	5. Retrieve emails from the Purchasing mailbox. Save the signed Receiving Report and upload it to the PO.
Accounts Payable	6. Retrieve emails from the A/P mailbox and match PO's for which deliveries were made with invoices for payment.

NOTE: PLEASE NOTIFY PURCHASING IF DELIVERY OF YOUR ORDER HAS NOT BEEN MADE WITHIN ONE WEEK PAST THE DELIVERY DUE DATE.

PROCEDURE FOR PURCHASES MADE WITHOUT A REQUISITION – DELIVERY ACROSS THE DOCK

Department	1. Place order.
Dock	2. Goods are delivered to the Dock. ALL packages will be opened and the contents verified before delivery to the recipient department 3. Compare the Packing Slip (if there is one) to the items delivered. 4. Enter delivery data in Receiving Log Book, create a Delivery Slip, and place it along with the goods on shelf for delivery. NOTE: The Dock accepts all deliveries and opens all packages. Please be sure to include the delivery information, contact name, and phone number in the order information. 5. Make delivery to the Department. The Receiving Dock will attempt delivery of packages (regardless of source i.e. Purchase Order, P-Card, etc.) 3 times. After 3 attempts, an email will be sent to the appropriate Business Coordinator to determine the next course of action. A written request must be submitted by the recipient department to request an item not be delivered and to be left on the dock for 5 days or more.
Department	6. Sign Delivery Slip when goods are received. 7. Process paperwork to pay vendor.
Dock	8. File signed Delivery Slip in Vendor File.



PROMPT PAYMENT LAW

As an agency of the State of Texas, UHCL is liable for any interest that accrues on an overdue payment under the prompt payment law. Payments to vendors are overdue on the 31st day after the later of:

- the date the agency receives the goods under the contract or PO; or
- the date the vendor completes performing its service; or
- the date the agency receives an invoice for the goods or services.

Recording the actual “invoice received date” is essential because it most frequently is the date on which the 30-day cycle begins. If you do not have a date stamp or other means of recording the date invoices are received in your office, Accounts Payable will use the “invoice date” on the vendor’s invoice as the day the 30-day cycle begins.

Disputes with Vendors

If you believe an invoice from a vendor is incorrect, the vendor must be notified not later than the 21st day after receiving the invoice.

If a dispute is resolved in the vendor’s favor, then UHCL will be liable for interest on all invoices for which the vendor has not received payment. The interest is calculated from the original due date of the payment, as if no dispute ever existed.

If the dispute is resolved in favor of UHCL, then the vendor must submit a corrected invoice and the 30-day cycle begins when the corrected invoice is received.

Some contracts or PO’s may specify another method of payment or method of resolving disputes which provides an exception to the prompt pay rules.

Vendors must mail invoices in strict compliance with the instructions the Purchasing Department prints on the purchase order or contract.

Please contact the Accounts Payable Office at extension 2130, if you have any questions on the Prompt Payment Law.