

Non-PO Invoice/Description Guide

3/16/2005

Category	Invoice provided?	Voucher Fields		Special handling required?	Procurement Office approval?	
		INVOICE # (in format provided by vendor) (prints on check)	DESCRIPTION (1st 15 chars. of ea. desc. prints on check)			
Books/Publications/Subscriptions (Not Library)						
	yes	Invoice #	customer acct #	no	yes	
	order form	UMSL ORDER	name of person or dept receiving order	enclosure	yes	
Consultants and other services						
	yes	Inv #	SERVICES	possibly hold check	yes*	
	no	date(s) of service 010105-022805	SERVICES	possibly hold check	yes*	
						* Research office approval if charged to grant and Business Services approval if charged to a non-grant.
						*If Non Resident Alien, contact NRA tax specialist in Center for International Studies for guidance.
Direct Payments--Travel Agencies	yes	Invoice #	last,first name of traveler	no	no	▶ If traveler is a Non Resident Alien, contact NRA tax specialist in Center for International Studies for guidance. ▶ Be sure to pay final balance due (may include service charges).
Express Mail (Federal Express, Airborne)	yes	Vendor invoice #	Customer account #	no	yes	▶ Purchasing card allowed.
Facilities Contractor Payments	yes	Invoice #	Proj 1234 (facilities project #)	no	no	▶ (from Admin Svcs only).
	no	payment # or voucher #	Proj 1234 (facilities project #)	no	no	
Hotels (banquets)-Direct Payments	yes	Invoice #	Customer #	no	yes	▶ Deduct state sales tax if exempt. May be required to pay food tax. Contact accounting for guidance.
Hotels (travel exp)-Direct Payments						▶ Deduct appropriate state sales tax if exempt in that state. Call Accounting to find out about exemptions.
	yes	Invoice or Folio #	Customer # or name of traveler	no	no	▶ No personal expenses allowed.
	confirmation	Confirmation #	last,first name of traveler	no	no	▶ Need name of traveler and purpose of stay. ▶ Expenses paid on behalf of Non resident aliens need approval of CIS tax specialist.
ILL - Interlibrary Loan						▶ (from Library only).
	yes	Vendor invoice # or ILL#	Library account #	possibly enclosure	yes	
	no	ILL #	Library account #	possibly enclosure	yes	

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Library Acquisitions	yes	Vendor invoice #	Customer acct #	no		► (from Library only).
Memberships						► Personal memberships require VC approval.
	yes	Vendor invoice #	customer account # or "UMSL MEMBERSHIP"	no	no	
	application form	membership period, such as 2005-2006	UMSL MEMBERSHIP	enclosure	no	
NonMO Entertainers	yes	date(s) of performance	PERFORMANCE	possibly hold check	yes*	► Contact accounting before processing.
	contract on file	date(s) of performance	PERFORMANCE	possibly hold check	yes*	► Must have federal ID # of payee.
						* Research office approval if charged to grant and Business Services approval if charged to a non-grant.
						*Payments to or on behalf of NRAs need NRA tax specialist's approval.
Petty Cash						► Custodian's signature required. ► Administrative superior's approval required.
	yes	Petty Cash	date of expense	campus mail delivery	only if supply purchase	
Refunds	no	REFUND	original check #	no	no	► Includes Cont Ed, Optometry, Alumni Center, facilities project specs.
	no	REFUND	Department name	no	no	► Must use revenue PS account.
	no	PROJ 1234	RETURN DEPOSIT	no	no	► Reference original CRR if possible.
Registrations - Direct Payments						► Do not pay personal entertainment or spousal expenses. ► May be able to pay on Purchasing card.
	yes	Vendor invoice #	last,first name of registrant	no	no	
	registration form	040205-040505 F LUCAS	REGISTRATION	enclosure	no	
Reimbursements to individuals						
Travel In Date field use <i>last date</i> of travel	travel expense voucher with receipts	start & end date of travel Ex: 020105-020305	TRAVEL	no	no	► If expense is > 60 days old, prepare Additional Pay Form with TVS earning code and send to Accounting. Do not enter NonPO voucher.
Travel (Prepayments) In Date field use <i>today's date</i>	travel expense voucher with receipts	start & end date of travel Ex: 060105-060205	TRAVEL-X Where "X" is type of payment, such as AIRFARE or REGISTRATION	no	no	

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Non-travel	receipts	REIMB	description such as SUPPLIES EXP or FOOD EXP	no	yes	► If expense is > 60 days old, prepare Additional Pay Form with TVS earning code and send to Accounting. Do not enter NonPO voucher.
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Rent/Lease payments	yes	Invoice #	customer #	no	yes*	► If for equipment, should be Purch Req
	contract on file	date of rental	UMSL RENTAL	no	yes*	* Research office approval if charged to grant and Business Services approval if charged to a non-grant.
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Telephone Bills						
such as SBC	yes, statement	Phone # or Invoice #	dates of service: 020105-022805 or customer acct #	no	yes	
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Utilities						
Ameren UE	yes, statement	Customer acct #	dates of service Ex: 010105-013105	Request Separate check	no	Be sure to select correct address.
Missouri American Water	yes, statement	Customer acct #	dates of service Ex: 010105-013105	Request Separate check	no	Be sure to select correct address.
Metropolitan Sewer District	yes, statement	Customer acct #	dates of service Ex: 010105-013105	Request Separate check	no	Be sure to select correct address.
Laclede Gas	yes, statement	Customer acct #	dates of service Ex: 010105-013105	Request Separate check	no	Be sure to select correct address.