

ACCOUNTS PAYABLE PROCESSING

-Depending upon the type of goods/services, ABC will either process a Non-Po Voucher or a Non Catalog Requisition to create a Purchase Order (PO).

-Employee obtains Director's approval/signature and submits completed Accounts Payable Form with supporting documentation (invoices; executed contracts; quotes; IT approvals) to sabusiness@umsl.edu.

-ABC will process a Non-PO Voucher for contracts; utilities; and other goods and services that are payable via check or ACH.

-ABC will process a Requisition to create a Purchase Order for goods/services PRIOR to the Department obtaining those goods/services. If not, and goods/services have been obtained by the Department, it will be a Confirming PO that will need additional approval from the Director and/or Provost.

-A Sole Source Justification Form is needed for goods/services \$10,000 or more, or three bids are needed.

-Goods/services cannot be obtained/performed until a Purchase Order is completed, and a confirmation is sent from ABC.

-Once goods/services are obtained/performed, the Department will submit the invoice with PO number to ABC for payment processing.

ABC will confirm processing and payment of all Accounts Payable on the Department Weekly Report emailed to the Directors.