

Webster University

Accounts Payable Policy

Effective June 1, 2006

General Policy:

Payment by the University must be supported by a source document, which in most instances is an independent invoice. The invoice represents confirmation from a third-party that a product or service was provided to the University. Since the University has a decentralized purchasing system, the majority of invoices are received within the department that requested the product or service. All requests for reimbursement must contain the underlying detail that comprises the total expense incurred. Upon receipt of an invoice it is the responsibility of the department initiating the product or service for the following:

- Assess the validity of the invoice received. This includes the vendor name and payment address, actual product or service description, delivery dates, terms, cost and mathematical accuracy. Any errors on the invoice must be clearly marked.
- Have an approved individual of the department sign, date and encode the invoice with the appropriate general ledger account number.
- Forward the approved invoice to A/P within an appropriate time to take advantage of offered discounts when applicable or to otherwise meet the minimum terms. An invoice received in A/P signifies that the approving department is validating the business expense and all data on the invoice.
- Forward the purchase order, where applicable, to A/P attached to the invoice.

It is the general policy of the University to directly mail checks to vendors from the Accounts Payable Office. This policy is to establish control over checks and to limit the additional time necessary for special handling. It must be clearly noted on the invoice when sent to A/P if a circumstance exists where the check should not be directly mailed from the Accounts Payable Office.

If a circumstance exists where a copy of the invoice is required to be mailed with payment, this must be clearly marked on the invoice when sent to A/P. It is also the responsibility of the department forwarding the invoice to furnish a copy of the document that must accompany the payment. The original invoice must remain in A/P.

Any payments made to an independent contractor or an unincorporated vendor for services require the University to prepare and mail a Form 1099 after the calendar year-end. When requesting payment to an individual for services rendered, the department should obtain the individuals social security number and a valid mailing address. When paying non-residents of Missouri and tickets to the event are being sold, the University is responsible for withholding a 2% income tax payment to the State of Missouri.