FLORIDA ATLANTIC UNIVERSITY

PROCUREMENT: ACCOUNTS PAYABLE

Manual

Florida Atlantic University
Division of Financial Affairs
Procurement

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Operating Procedures

Operating Procedures		
FLORIDA ATLANTIC UNIVERSITY	Title:	Procurement: Accounts Payable
	Purpose:	To define the University's approach to handling Account Payables within Procurement.
	Effective Date:	September 16, 2025
	Last Updated:	February 05, 2026

Table 1 Operation Procedures for Procurement: Accounts Payable.

Purpose: To define the University's approach to handling Account Payables within Procurement. This includes but is not limited to: New Supplier Setup, Direct Payments, Repayments, ACH, SUA, and Check Processing.

General:

It is the policy of Florida Atlantic University to process all payments in accordance with university and state rules. All payments made from E&G, Grant, Auxiliary and Concession funds are made in accordance with FAU Allowable Expenditures and the Florida Reference Guide for State Expenditures @ https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf

PROCUREMENT PAYABLES RESPONSIBILITIES

- Review and submit the invoice uploaded through Workday OCR for the purpose of payment processing.
- Pay within terms as dictated by the State guidelines of Net 40 and in accordance with the University Prompt Pay Policy @ https://www.fau.edu/policies/documents/files/5-1-prompt-payment.pdf

- Review Supplier Invoice Work Area – Pending Approval report regularly and follow up with approvers on problematic and aging pending for approval invoices.
- Work with Suppliers and employees on disputes or to resolve other invoice issues.

DEPARTMENT'S RESPONSIBILITIES

- Review and approve invoices in a timely manner as routed by the business process defined in Workday.
- If problems occur (i.e., damaged product, short shipments, item not received, merchandise returned, overpricing), notify Procurement and the Supplier to assist with and resolve the issue. Contact information for Procurement Team can be found @ www.fau.edu/procurement/files/procurement-staff-contact-info5-7-25.pdf
- Forward any invoices received from Suppliers directly to accountspayable@fau.edu
- Invoices **may not** be paid with a personal credit card and then submitted on an expense report.

New Supplier Setup:

To have a new domestic supplier setup, go to "Create Supplier Request" in Workday, complete the required fields and attach a completed New Supplier Application @ https://www.fau.edu/procurement/vendorinfo/new-supplier-information/.

If the supplier is an individual or sole proprietor, they will also need to complete the **Independent Contractor checklist** and W-9 form @ https://www.fau.edu/procurement/accounts-payable/external/

For foreign suppliers, a W- 8BEN must be completed and submitted with the Create Supplier Request in Workday.

You can instruct new suppliers to go to https://www.fau.edu/procurement/vendorinfo/new-supplier-information/ to find the forms and details on the full application process.
Once all required information is received, the Supplier Coordinator in the Procurement department will set up the new supplier in Workday.

All payments will be processed by the Settlement Team in the Treasury Services/Controller's Office.

INVOICE SUBMISSION

The Supplier should send invoices directly to FAU Procurement - Payables. **All invoices must be clearly marked with a current and valid corresponding purchase order number**. Specifications for Supplier Invoices are found @ https://www.fau.edu/procurement/accounts-payable/ under **INVOICE REQUIREMENTS**. If a department receives an invoice from the supplier, the invoice should be sent immediately to Procurement-Payables.

Invoices should be submitted into Workday via email to accountspayable@fau.edu

To submit by mail, Supplier should send invoices to:

Florida Atlantic University
Procurement/Financial Affairs
777 Glades Rd, ADM 10, RM149
Boca Raton, FL 33431

INVOICE NUMBER

The invoice number identifies the supplier invoice that is being paid and is assigned by the supplier. Each invoice must have a unique invoice number. If the supplier does not provide an invoice number, the invoice date will be used. For example, an invoice for February 1, 2023, would have an invoice number of 02012023. Invoices will be entered into Workday by Procurement staff under the

rules outlined in the Standard Invoice Numbering Convention (Feb2023), unless the invoice number is automatically entered as an exact duplicate to the original invoice via the Workday OCR draft invoice creation process.

Direct Payments (Invoices without a Purchase Order):

All purchases for goods and services should generally have a **Purchase Order**. A Workday requisition should be submitted for approval and a purchase order generated **before** the goods or services are ordered. See the **Purchasing Manual** for more details.

Invoices without a Purchase Order are called **Direct Payments**. Direct Payments in Workday may be initiated using the 'Create Supplier Invoice' form. Direct payments are typically used to pay for stipends, honorariums, royalties, postage, one-time consulting fees, health insurance, fees, vehicle tags or other similar types of payments.

Note: During year-end and beginning of year processing in June and July, additional exceptions can be made to expedite payment processing as Purchase Orders may have been closed or not opened yet.

There may be incidents where unencumbered payments are necessary, including emergency situations, which are not detailed above. Those occurrences will be discussed between Procurement-Payables and the University departments on a case- by-case basis.

In all cases, compliance with applicable bid and quote policies and laws must be followed.

PAYMENTS TO A SUPPLIER WHEN THERE IS NO INVOICE

When payment needs to be made and there is no invoice, a Supplier Invoice Request needs to be completed in Workday. Appropriate documentation justifying the amount and reason for the payment must be attached. Documentation may consist of a letter, memo, agreement or similar. Procurement-Payables will use the same invoice number convention as indicated. (see "Invoice Number" section).

Departments should refrain from 'creating' invoices whenever possible. Invoices and documentation should be submitted by the Supplier(payee).

PREPAID INVOICES

When an invoice is received for $50,000 or more and it is for a product or service that covers a time period that crosses the fiscal year, it will be set up as a prepaid invoice and amortized over the covered time period. For example, an invoice with a software provider for $50,000 that covers a one-year period from 1/01 – 12/31 will be setup as a prepaid and will amortize $4,166.66 per month for 12 months.

Invoices for less than $50,000 or that cover a time period that does not cross into another fiscal year will be fully expensed when invoiced and approved.

EXPENSE REIMBURSEMENTS

Expense Reimbursements may be processed for:

- Employees – W-2 FAU employees
- Contingent Workers – approved independent contractor for FAU.
- Non-Employee Individuals - students, interviewees, research participants, speakers, performers, or similar

All Expense Reimbursements for Travel (domestic and international) require a **Spend Authorization** in Workday prior to submission.

Spend Authorizations are required per FL State Statue Chapter 112.061 @ http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100- 0199/0112/Sections/0112.061.html

A Spend Authorization must be submitted by the requestor prior to incurring any expenses and will be routed for approval within the departmental Cost Center. Only Spend Authorizations requiring a cash advance will be routed to Procurement Payables.

For additional information regarding Spend Authorizations and Expense Reports see Expense Travel Procedures @ https://www.fau.edu/procurement/travel/

Repayments:

Any employee repayment to FAU for an unused portion of a cash advance, errors on credit card use or for any other repayment related to an expense report should be made at the **Florida Atlantic University Marketplace**.

- For PCard transaction repayment – https://epay.fau.edu/C20081_ustores/web/store_main.jsp?STOREID=116 Once the repayment has been completed, please attach your confirmation receipt to the expense report and submit it for approval.
- For cash advance repayment – https://epay.fau.edu/C20081_ustores/web/store_main.jsp?STOREID=118 Once the repayment has been completed, General Accounting will release the obligation of the Spend Authorization. Please keep your receipt for reference and periodically check until the Spend Authorization totals zero.

Miscellaneous Payment Request:

This request is to be used exclusively for one-time transactions that are primarily low dollar, settled via check, and non-travel related. This process is not in place of any of our current Procurement business documents. It is meant to augment current processes for our end user community.

This form can be completed online in Workday for the following types of transactions (or similar):

- Refunds
- Honorarium
- Parent Plus Loan
- Stipend
- Awards/Prizes
- Non-employee expense reimbursement (student, candidate, speaker, visiting faculty, etc.).

Miscellaneous Payment Requests use the Workday business process that is currently utilized for Supplier Invoice – it will route for budget check and to the cost center manager for approval. Back-up documentation may include e-mail, invoice, receipt, letter, contract agreement, independent contractor form, W-9, memo and/or other.

Job Aid for Miscellaneous Payment Request can be found in the Workday Job Aid Library.

FAU Contract Templates and Addendums are available from the Office of General Counsel Procurement forms website @ https://www.fau.edu/generalcounsel/procurement/

ACH, SUA, and Check Processing:

All payment processing is the responsibility of Settlement in the Treasury Services sections of the Controller's Office. For more information, please see @ https://www.fau.edu/controllers-office/cash-management/c-management/

SUA is a 'single use account', virtual credit card. Upon enrollment, the supplier will receive a 6-digit number to keep on file. The supplier (or end user department) will submit the invoice to accountspayable@fau.edu which is standard procedure. Once the invoice is fully approved, the exact amount of the invoice will be paid via a secure bank transmission of the additional 9-digits of the virtual credit card number. This process expedites payments, provides greater control, reduces fraud and improves reconciliation efficiency.

Suppliers may enroll is this payment option at no cost by contacting pcard@fau.edu

For more information, please visit www.fau.edu/procurement/files/sua-flyer.pdf.

FOR ADDITIONAL INFORMATION PLEASE REFER TO THE FOLLOWING

Gift Card Procedure @ https://www.fau.edu/procurement/files/gift-card-procedure.pdf

Independent Contractors @ www.fau.edu/procurement/files/independent-contractor-form-05-2023.pdf

Payables FAQ's @ https://www.fau.edu/procurement/files/faq-payables.pdf

Prompt Payment @ https://www.fau.edu/policies/documents/files/5-1-prompt-payment.pdf

Property @ https://www.fau.edu/controllers-office/property/

Purchase order terms & conditions @ https://www.fau.edu/procurement/files/poterms.pdf