



# PROCUREMENT – PAYABLES MANUAL

BY:

**FLORIDA ATLANTIC UNIVERSITY  
PROCUREMENT  
DIVISION OF FINANCIAL AFFAIRS**

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## **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/state-agencies/reference-guide-for-state-expenditures.pdf>

## **Procurement Payables Responsibilities**

- Enter a valid/complete invoice in Workday 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 Workday aging reports regularly and follow up with approvers on problematic and aging 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.
- Forward any invoices received from Suppliers directly to [accountspayable@fau.edu](mailto: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 setup 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.

The preferred method of submitting invoices is by email to [accountspayable@fau.edu](mailto:accountspayable@fau.edu)

- To submit by mail, Supplier should send invoices to:

Florida Atlantic University  
Procurement/Financial Affairs  
777 Glades Rd, ADM 10, RM146  
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).

### **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 to applicable bid and quote policies and laws must followed.

### **Payments to a Supplier When There is No Invoice**

When a 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 \$2,500 or more and it is for a product or service that covers a time period that crosses the fiscal year, it will be setup as a prepaid invoice and amortized over the covered time period. For example, an invoice with a software provider for \$12,000 that covers a one-year period from 1/01 – 12/31 will be setup as a prepaid and will amortize \$1,000 per month for 12 months.

Invoices for less than \$2,500 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](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 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/>

### **ACH 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/spend-management-treasury-services/>

**For additional information please refer to the following:**

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

Independent Contractors @ <https://www.fau.edu/procurement/accounts-payable/external/>

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/potermms.pdf>