

## Paying Invoices from Vendors

1. All commodities purchased on behalf of the University, can be paid by the following methods; through your departmental Pcard, or a check request, or by Req/PO. Approvals must be made in advance before making any purchases and obligating the University for any expenses.
2. You must follow the guidelines for each of the payment methods.
3. Services for individuals (Not companies) can be paid on a Short Term Limited Scope (STLS) form, if the payment does not exceed \$5,000 for that one-time payment. If the services rendered are for several payments, and is over the \$5,000 limit for the fiscal year, you are required to submit a Req/BPO, and the vendor will need to bill the University for the services. Once the invoice is received, the department who has delegation of authority will need to sign off on the invoice for payment and remit to SA2750 AP for payment processing.
4. For all other PO Invoices, the vendor will bill the University, and the invoice will be routed to the department for approval then sent to AP for payment processing.
5. For all payments to vendors, including individuals, a Vendor Data Record (VDR) Form is required. We do not require VDR's for reimbursements.
6. If you have payments for nonresident aliens (NRA), they must go through payroll in order to create a nonresident alien tax record using our Glacier System, and may be subject to both 30% Federal withholding and 7% State withholding. Please contact the Payroll office 510-885-3651 for more details.
7. All Invoices should be mailed to the AP office and not directly to the departments.
8. As a reminder, for any contacts or agreements that obligate the university, that must be approved and signed by the Procurement office.

For any further questions regarding invoice processing, please contact our Accounts Payable department for additional assistance.