

EPIC PURCHASE ORDER or FIS DV?

Tim Rice, Director of Purchasing Administration
Charlie Sinex, FMS Accounts Payable Manager
CATS Presentation
January 21, 2009



Presentation Focus

- Guides to follow
 - Disbursement voucher
 - Requisition and Purchase Order
- Invoicing
 - Best practices



When in doubt...

Call Purchasing

www.indiana.edu/~purchase



Purchasing website – DV guideline

<http://www.indiana.edu/~purchase/procedure/dv.html>

Purchase Orders in EPIC are generally preferred to DVs

- Improved controls
- Protection of the institution
- Improved spend analysis and contracting

Authorized procurement processes include:

- Standard Purchase Order (PO)
- Automated Purchase Order (APO)
- Procurement Card
- Contract Order

Do not use DVs...

- ❑ Employee services – process through payroll except for research participant payments
- ❑ Payments to university departments – use Transfer of Funds, Budget Adjustment, or Internal Billing documents
- ❑ Installment payments – on Purchase Orders
- ❑ Compensation for services > \$ 999.99 require a Purchase Order



Purchase order required...

- ❑ Consulting fees
- ❑ Magazines and newspaper ads, advertising
- ❑ Photographs, Printing
- ❑ Workshops, Exhibits
- ❑ Hospitality
- ❑ Temporary services, credit and collection services
- ❑ Honoraria, speaker fees, lecture fees > \$999



Purchase order required...

- Alcoholic beverages
- Automobiles
- Animals
- Controlled substances
- Donations or contributions
- Firearms, ammunition
- Flowers
- Furniture
- Items considered personal in nature
- Purchases representing a conflict of interest
- Radioactive chemicals and substances
- Retirement gifts or parties



Large dollar reimbursement...

- A DV reimbursement for > \$500 will receive joint review by Purchasing and Accounts Payable



When to use disbursement vouchers

- ❑ Reimbursement for out of pocket expense
- ❑ Limited one time payments
- ❑ Speakers / lecturers / performers under \$1,000
- ❑ Travel payments
 - ...for a Nonemployee
 - ...for Prepaid Travel



continued list of DV uses

- ❑ Approved exceptions – e.g. GE Capital procurement card payment
- ❑ Subscriptions
- ❑ Research participants
- ❑ Pre-registration of work related conferences
- ❑ Moving reimbursement (relocations)



continued list of DV uses

- Affiliate payments – e.g. IU Foundation, student organizations, space at the University Club
- Revolving Fund Reimbursement



Recent focus on restaurants

- More and more requisitions are being processed for restaurant vendors
- The table receipt is not acceptable as an invoice document
 - Must be billed to Indiana University
 - Include specific invoicing details
 - See next slide for “ideal components” of an invoice



Components of a “best practice” invoice

- ❑ Vendor name in header of invoice (a match for the PO name).
- ❑ Vendor remit to address.
- ❑ PO#, Vendor invoice# and invoice date
- ❑ Sufficient itemization to know what goods / services were provided
- ❑ Billing name: Indiana University
- ❑ Billing amount

Questions???

- ??????
- Thanks for your attendance and your attention.
- Tim Rice, trice@indiana.edu,
855-8749
- Charlie Sinex, csinex@indiana.edu,
856-2268