Accounts Payable Disbursements

Should this payment be made using a Purchase Order?
Is it a Maintenance Contract?
Is it biddable items or tangible items that exceed the dollar amount limit of the generic voucher?

Yes
Send a purchase requisition to the purchasing department.

No

Can you pay for this item using your procurement card?

Yes
Contact the company and arrange for payment using a procurement card.

No
Are you paying an Individual or a Company?

Individual
Are you paying for a service or are you reimbursing them?

Yes
Reimbursement
For a travel expense—Submit a Travel Expense Voucher
General item—Generic Voucher

No
Service Rendered (Independent Contractor)
Before the service is rendered the Independent contract form should be approved by Business Services. The contract will be approved or rejected and returned to your department.
Send a copy of the Approved contract with a Generic Voucher to the Accounts Payable Office for Payment (Use object code 4320)

Company
Is company Incorporated?
Note: PLC and LLC's are not Incorporated

No

Yes

If the invoice is for Travel (Hotels etc) attach the invoice to a Travel Voucher and forward it to Accounts Payable.

Yes

If the invoice is non-travel related attach the invoice to a Generic Voucher and forward it to Accounts Payable.