

Recently we have been receiving Purchase Request with several errors in the information inputting process. In order for us to better serve you and turn items around quicker, we would greatly appreciate if you could review the below information and keep it handy for your use when entering requests.

As the university continues to grow daily, so do the requests. Please know that all Purchase Requests will take a minimum of a 3 to 5 day turnaround time. If all information that is needed is input in the initial request, the timing will be sooner. However, if information is incorrect or missing, the time frame stated above could take even longer.

Thank you in advance for helping us to provide better service to you!

Travel POs:

All travel requests must include:

- Who – will be traveling
- Where – they will be traveling
- When – they will be traveling. The beginning and ending dates.
- Why – the purpose of their business trip

This important and required information should be typed in the **item description field**.

For example – Airfare for Adam Apu, going to the University Conference in Cincinnati March 4-8

Cash/Check Advance POs:

All advances must include:

- Who – will be receiving the monies
- Their – APU ID#
- The – dollar amount needed, and if cash being requested, any specific monetary denominations
- The – date the check or cash is needed by.

This important and required information should be typed in the **item description field**.

For example – Check advance for Adam Apu, 00123456, \$1000. Please have cash in \$20 bills ready by March 3

General Purchase Order Entry:

When entering a request in PeopleSoft, please type all the information in CAPITAL LETTERS (CAPS)

- If a vendor will accept a purchase order and then send an invoice to us with the PO number on the invoice for us to pay, their terms are **NET 30**
- If a vendor must have payment before the product is shipped, the terms are **PROFORMA**. All back-up paper work must be submitted before a check will be processed. We need to know the address of where the check is to be mailed or it can be held in our office for your pick-up. The dollar amount on the back-up paper work must match with the amount on the purchase request. **PLEASE WRITE THE PURCHASE REQUISITION # ON ALL BACK UP PAPER WORK THAT IS FORWARDED TO US.**

Any information that you feel is relevant to the request can be entered in the additional comments field. This would be anything that will help us process your request and so that a check can be completed.

New Vendors:

It is a mandatory requirement that all requests for new vendors must have all back up paperwork in the business office before any monies will be released.

To help us with this process, the following items need to be included in the request:

- Include the full name
- The address for the vendor. If they provide you with a P.O. Box, try to obtain a physical street address as well. It will not be used for mailing, but will be documented on the W-9 form which is now required before paying monies to any vendor.
- ***And most important of all, we need the Tax Identification Number from the Vendor.*** A lot of times this information will be on their invoice. However, if it is not, you can obtain it from the vendor by calling asking them for it. We need to know the type of business they are for tax reporting purposes. Their selection of business is:
 - Individual/Sole Proprietor
 - Corporation/Inc.
 - Partnership
 - Other – and they must provide us with what the type of business is. Please provide us with their phone number, fax number, and e-mail address (if they would like to provide that to us.)

In the Suggest “New Vendors” when entering PR’s on the PeopleSoft system, type in the new vendor information as: Vinnie Vendor Inc., 1234 Vendor Street, Vendorville, VX 12345 (123) 456-7891, fax (123) 456-1987. Email is VVendor@V.com. Business type is a Corporation and the Tax Identification Number is 95-1234567

Please write down your PR number and have it handy for any inquiries you need to make. The business office will need the number if you call requesting help from us.

Feel free to email accountspayable@apu.edu , contact Dana Langley at ext. 4412 or Accounts Payable ext. 4536

