**CAP-6-01** Supplier Invoice Request (Payment requests sent directly to Accounts Payable)

CAP-6-01.01 **Introduction**

The following policy establishes expenditure categories that do not require processing through the Department of Purchasing. Invoices for these expenditures may be sent directly to Accounts Payable for processing, assuming all University expenditure policies have been followed. No pyramiding is permitted to avoid issuance of a PO.

**The proper method of payment when possible is the University Pcard when in accordance with established University Pcard policies.**

Supplier Invoice Request should accompany the invoice.

CAP-6-01.02 **Approved items**

The following is a list of approved items to be sent directly to Accounts Payable:

1. **Honorariums** to non-University personnel. This should be submitted on the Honorarium and Expense Reimbursement form following the Honorarium procedures.

# Refunds and Stipends

* 1. Payments for scholarships, awards, and intern stipends or housing.
  2. Refunds for items such as returned modem and keys, UA parking permits, Recreation Center memberships, etc.

# Royalty Payments

1. **H1 Visa Applications**
2. **Prepayments or reimbursements:** 
   1. Memberships
   2. Dues
   3. Subscriptions for professional books or magazines
   4. Prepaid conference registrations and related prepaid hotel expenses

e. Other

1. The University of Akron Foundation or The University of Akron Research Foundation payments.
2. **Legal Services** including outside legal counsel, legal settlements, and land purchases.
3. **Petty cash** reimbursements or cash advance program.
4. **Reservations** for local hotels and car rentals.
5. **Selected student activity expenditures** (990xxx and 996xxx speedtypes) which have been approved for payment by Student Affairs, to include speakers. This would **not** include items which involve some risk to The University.

CAP-6-01.02 **Approved items (continued)**

1. **Check requests** initiated internally by Associate Vice President/Controller departments including:
   1. Student refunds
   2. Financial aid reimbursements
   3. University loans accounts
   4. Medical and dental insurance premiums and payments (Benefits Administration may also initiate this request)
   5. Unemployment insurance and workers’ compensation payments
   6. Payroll withholding payments
   7. Bulk mail postage
   8. Real estate taxes
   9. Research and sponsored program payments for subcontractors on a grant
2. **Purchasing-approved Supplier Invoice Request:**
3. **Dining Services -** food service invoicing for expendable items such as food or catering event liquor

purchases

1. **University Libraries/Law -** invoicing for books, subscriptions, memberships
2. **Zip Card Office -** sales and commission payments to on-campus and off-campus merchants
3. **Athletics Department -** payments for game officials, team agreements, medical care, and payments

to physicians

1. **E.J. Thomas Performing Arts Hall -** expenditures for performers/booking agents, stagehands, and

payments to Ticketmaster

1. **Physical Facilities –** payments for utilities, off campus services
2. **Board Approved Contracts –** such as, campus bookstore, outside auditors, cost per copy program,

promotional products program, dining services

1. Monthly reoccurring invoices - such as phone service, cable, etc
2. Previously issued PO’s that are closed and invoice is received, previous PO needs to be identified
3. Low dollar purchases not able to pay utilizing Pcard (under $ 1,000.00).
4. Low dollar Professional Service, such as photographers, transcribers, etc.

CAP-6-01.03 **Justification for Supplier Invoice Requests**

The Department of Purchasing will work with departments to determine if they have a valid justification to send their items directly to Accounts Payable for payment. Once an item has been approved, Accounts Payable will be notified and the item will be added to this list.