Guidelines for a Request for Payment (RFP)

All numbered sections on the RFP are required fields that need to be completed prior to submitting to the Office of Business Operations.

(1) Supplier Set-up

Is this supplier in the Oracle Financial System? 1

- (●) Yes — **Fill in Supplier number below.**
- ( ) No — **Complete Supplier Info Form (provide to OBO)**

New suppliers should complete a New Supplier Set-up form. Existing suppliers should complete the Vendor Direct Deposit Payment Program form.

(2) Check Handling

Check Handling (●) Mail to payee ( ) ACH

(Vendor needs to be set up for ACH on a Supplier Info Form)

Additional Pmt Instructions 2

If a check should be mailed to the vendor, select "Mail to Payee"

If the vendor requests an ACH Payment, select "ACH Payment". Keep in mind the vendor should be set up in E-Business for ACH payments. Provide additional notes or payment instruction on the line provided regarding check handling (i.e. Send with Remittance or Hold for Pick Up). **Checks held for pick-up should be rare and only used for same day performances or speakers.

If the payment is to be sent via WIRE TRANSFER, please make note in the Additional Payment Instruction section. Please be sure to indicate the currency in which the wire should be sent in.

(3) Payment Information

Payment Information 3

Supplier Name: _____ Supplier Number _____

d/b/a: _____ Emp or Student ID: _____

"d/b/a" is doing business as complete if applicable — If applicable

Address: _____

_____

City, State, Zip: _____

Is this site (address) set up in Oracl Yes [ ] No [ ] 4

For employees having checks mailed home, your home address will be included in the supplier file and available for inquiry campus-wide.

Supplier Name – Provide vendor's name. If the vendor is an individual provide full legal name, this would include middle name.

d/b/a - Some businesses have a legal name (supplier name) but they are doing business as another name. This is very common in franchises. If the vendor you are paying is doing business as then fill in this particular section with their dba information and the supplier name would be their legal business name, which can be an individual's name.

Supplier Number – If the vendor's supplier number is unknown, it can be found in the E-Business system under supplier inquiry. It is very important that the correct supplier number be provided to assure payment to the correct vendor. Remember to change this field when typing a new RFP to pay a different vendor. If the supplier you need to pay is not set up in E-Business you will need to have the vendor complete and sign the supplier information form. Paperclip the completed

and signed form to the front of the RFP. For a one-time payment or refund only to a non-university individual, a supplier form is not needed.

Supplier Address - Provide the vendor's "remit to" address in this section. The vendor's "remit to" address can be found on the vendor's invoice. Make sure you are providing the remit to address instead of the purchasing address.

Employee or Student ID - If payment is to an employee, provide their supplier & employee number. If payment is to a UNI student, provide their supplier number. If you are unable to locate the supplier number in e-biz, provide them the supplier form to complete and paper clip the completed form to the back of the RFP when submitting.

(4) Is site set up in E-Business?

Verify vendor's remit to address is set up in E-Business. If address is not set up in E-Business please check the box "no" in (4) type new site. This helps the Office of Business Operations make sure the appropriate vendor address information is set up in E-Business and ensures that the payment is sent to the correct address and reduces the risk of late payments.

(5) Vendor Invoice Number

Invoice Details — ***All fields in this section are required in Oracle and must be provided for data entry***

Use this section for invoice data only. Justifications can be provided in next section.

Vendor Invoice Number (use vendor's exact #)	Invoice Date (mm/dd/yy)	Date Items Rcv'd (mm/dd/yy)	Details - Be descriptive & brief (50 characters maximum) (First 30 characters print on check & statement of account)	Invoice Amount
5	6	7	8	9
			Attach original invoice and supporting documentation. Please attach a separate sheet if additional lines are needed. TOTAL	$ -

Provide the vendor's full invoice number. If the vendor has leading zeros, fill in those leading zeros. If an invoice number has not been provided on the invoice, see Invoice Naming Standards below.

Each individual invoice should be listed separately on its own line on the RFP. (You can put as many invoices as you wish on the RFP as long as you have only one account code combination).

Invoice Number Naming Standards

Vendor Invoice Types	Appropriate Naming conventions	Example
Missing invoice number but has an account number	Account number followed by a dash and the billing date mmddyy format	3192639586-082316
Missing invoice number and account number	First date of service in mmddyy format or when an invoice covers an entire month of service use first 3 letters of the month in all caps followed by the yy	073016 or SEP16
Employee Reimbursements	REIM followed by the last date of receipt of goods from vendor	REIM091316
Employee Travel**	Employee last name in caps followed by the last date of travel in mmddyy format	SMITH100216

**Reimbursements for employee travel should be submitted via ProTrav unless the payment is to the vendor directly.

(6) Invoice date

Provide the vendor's invoice date located on the invoice. **Only** in the circumstance where the invoice does not have an invoice date you should use the date you received the invoice or contract.

(7) Date items received

Provide the actual date the goods or services were received. The date items received field in E-Business requires input of a single calendar date, not a month or time frame. If your goods/services were received over a time frame, provide the last day the goods/services were received.

- **Do** use the actual date goods/services received in mm/dd/yy format (example – "10/31/16")
- **Do not** use the date the invoice is received
- **Do not** use the date you created the RFP
- **Do not** use the month and year in this field (example – "October 2017")
- **Do not** use a date range in this field (example – "10/1/17-10/31/17")

(8) Details

The details section should include the most important information related to why we are paying the vendor. Be brief, there is no need to retype all of the information provided on your attached invoice. This field allows for up to 50 characters in E-Business. Only the first 30 characters will print on the check and be viewable on the statement of account. When using dates in your description use mm/dd/yy format. To see previously paid invoices as a guide, departments are encouraged to complete an invoice inquiry within E-Business to see examples of descriptions used.

Examples of descriptions to use keeping it short and to the point:

Correct	Incorrect
10/5-7/16 Speaker @ Conference	Please pay John Smith for speaking at the Educational Leadership Conference on October 5 through October 7, 2016
Supplies for Repair(s) to Heating Unit-Rider	Detailed list of supplies provided on the vendor's invoice
DEC16 Cont. # 1234	December 1 through 31, 2016 monthly maintenance contract number 1234 for media room copier

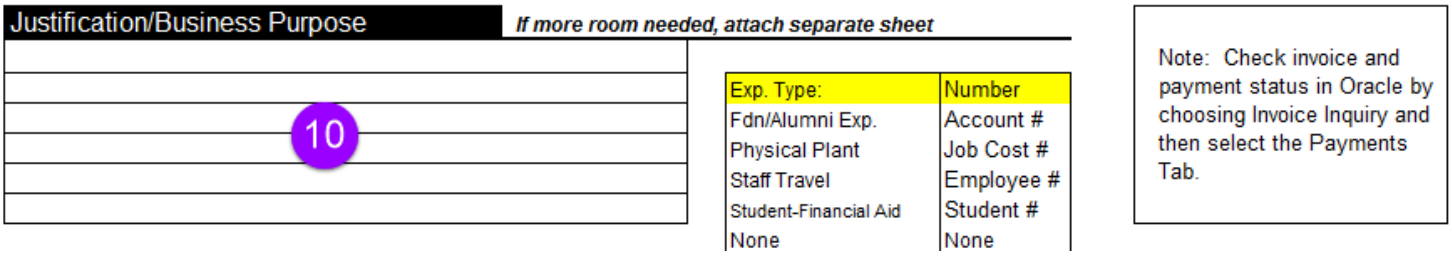
Invoice Details Do's & Don'ts:

- **Do** use dates in a format using the least amount of characters (i.e. 12/01/16 or DEC16)
- **Do** use commonly known abbreviations
- **Do** look at prior invoices entered in E-Business for help in determining descriptions (Invoice Inquiry)
- **Do not** use the vendor's name in the descriptions
- **Do not** write "please pay" in the description
- **Do not** write "Payment for" in the description
- **Do not** use words that are already understood based on payment being made. For example when paying a phone bill there is no need to use "Phone bill for".
- **Do not** include the justification/business purpose in the details section, see item #9.

(9) Amount

Provide the amount due per invoice.

(10) Justification/Business Purpose



Use this section to provide supplemental information to substantiate the expense. Examples of when this might be needed are as follows: (This list is not all-inclusive):

- Hospitality/Event Expenses (object codes 63210 thru 63270)
  Provide all details as outlined in the University Entertainment Policy 13.07. (i.e. business purpose, names of those attending the meal and their relationship to the University and the reason for having to meet at meal time vs. scheduling meeting during business hours)

- Most Professional Services (object codes 65010 thru 65910) Provide an attached signed contract or agreement (i.e. A Model of Professional Service if greater than $500)
- Honoraria/Awards (object codes 66010 thru 66050) Provide an attached signed contract or agreement (i.e. A Model of Professional Service if greater than $500)
- Clothing Purchases for Employees and Students (See Guidelines for Clothing Purchases)
- Membership Fees/Dues & Registration/Conference Fees (object code 63410 or 61950)
- Prizes or Gifts (object code 66040) provide the appropriate Gift Receipt Form with required signatures.

(11) Account Code Information/Charge Account

Account Code Info/Charge Account

Fund	AY	Organization	Object Code	Program	Func.	Activity	Line	(See Above for Values) Exp. Type	Number	Category Codes	$ Amount
							000				
							000				
							000				
							000				
							000				
							000				
										TOTAL	$ -

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If additional lines are needed please attach a separate sheet.

Provide the full account code combination. Double check your account code combinations, errors in account code combinations may cause delays in payment processing.

- "AY" should be "00" unless your fund is a general fund. If using a general fund account then the "AY" is "18" (or whichever fiscal year we are currently in).

- Object code-You need to determine the correct object code and category code needed depending on the purchase made. Do not populate the object code column with all 0's. A complete list of Expense Object Codes with typical category codes are available online.

- Please be sure to have the total amount provided for all lines and if it is a wire payment please indicate the abbreviation for the currency it is to be wired. **Example:** USD, CAD, EUR etc.

- ***Ensure the account code combination is set up before submitting to OBO.***

Descriptive Flex Field - Populate these fields in the following circumstances: (otherwise use "None")

Expense Type	Number
Employee Travel	Need employee number
Foundation	Need 6-digit foundation number
Physical Plant	Need Physical Plant job cost number

Amount - Provide the amount that needs to be charged to the corresponding account code combination. If you have multiple invoices and multiple account lines, you must itemize this out on an attached spreadsheet.

(12) Approval Signature

Approval

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Signature:_____ Date: _____

Signature:_____ Date: _____

Appropriate administrative approval is necessary before payment can be made, generally, this would be the departments funding org. manager. If the payment is being made to the department head, dean or vice president, or on behalf of them, then their supervisor must approve the Request for Payment. Keep in mind if the UNI Foundation is paying any portion of an invoice the RFP will need to be routed to the Foundation for approval before sending it to the Office of Business Operations. Electronic signatures are not acceptable.

Things to keep in mind:

- Attach original itemized receipt(s)/invoice(s). A credit card slip is not an original itemized receipt. For honorariums/professional services fees, attach the original invoice, if provided and the contract /agreement. If an invoice is not provided, attaching a copy of the contract/agreement made with the vendor is appropriate.

- Remember to change all fields when using the same vendor's template from month to month.

- Vendor Remittance Forms
  - To have payments properly applied to your correct account some vendors require a remittance stub or invoice "remittance copy" accompany their check (if payment not made by ACH to vendor). Paperclip the remittance form(s) to the front of the RFP. Remember to fill in the "Amount Enclosed" field on the remittance stub.
  - If you know the vendor cannot process our check without an application form, make a copy of the application form and paperclip it to the front of the RFP. Examples of this would be for conference registration fees, subscriptions, memberships.

- UNI is exempt from Iowa sales tax, which includes local option sales tax. UNI is also exempt from sales tax in many other states. Contact Julianne Tyler in OBO to inquire about the exemption status of specific states. Remove sales tax charges from any exempt state's invoices.

- Do not complete a Request for Payment if the goods were purchased using a Purchase Order or charged to the University's procurement card.

- When possible take advantage of making payment with the University's Procurement Card.

ADDITIONAL RESOUCES

3.05 Student Domestic Travel Policy
4.10 Moving Expenses
4.77 University of Northern Iowa International Travel Safety Policy
8.01 Equipment Use/ University Property
9.07 Payment of Honoraria
9.43 Reimbursable Expenses
9.46 Cell Phone and Data Access
9.63 Motor Vehicle Usage
9.81 University Communication
13.07 Entertainment of University Guests
13.14 Export Controls
13.17 Preparation and Service of Food & Beverage on Campus
Revenue and Expense Object Codes
Guidelines for Clothing Purchases
Prizes/Gifts Guidelines
Travel Guidelines