Accounts Payable and Procurement 101

Jenifer Barnett, Managing Director for Contracts, Procurement and Accounts Payable
Carrie Schmidt, Accounts Payable Manager
Ming-Lan (Joy) Sun, Contracts and Procurement Manager
* Terms Overview
* Section 1 - Hospitality
* Section 2 - ProCard
* Section 3 - Direct Pay
* Section 4 - EREQs
* Section 5 - EBERs
* Section 6 - Additional Financial Services Information
* Section 7 - Contact Information
* Please list all your questions in the chat box of Zoom
* After the training we will answer them and send responses out to all attendees.
Term Overview
Term Overview

* Commodities/Goods – Tangible items that are received
* 3-Way Match- Commodity/Goods Purchase Orders, Receiving Required.
* Services- Any service being provided by an individual or company. i.e., independent contractors, consultants
* 2-Way Match- Service Purchase Orders, no Receiving Required.
* Chartfield- Account, Fund, Dept and others.
* ProCard- Campus procurement credit card provides an alternative procurement method of effecting low-value, business related purchases without the direct involvement of the procurement office.
* Direct Pay- Payment request process is used to request a payment to a supplier. Used for low dollar value transactions where no contract is needed.
* EREQ- Electronic Requisition – Requesting a Purchase Order, Service Order, Contract, Agreement, Memorandum Of Understanding or any other document requiring a signature including click to accept websites.

* Encumbrance – Money is reserved to pay for what is being contracted.

* EBER- Employee Business Expense Reimbursement- Department ProCard should be utilized whenever possible
* CPO- Cash Posting Order, a process of campuses to transfer funds internally without cutting a check
* Journal Re-Class- Moving an expenditure from one chartfield to another
* ICR- Independent Contractor Review, a review done by Human Resources on individuals to ensure compliance with contractual relationships.
Fiscal Delegation of Authority—Someone authorized to spend against a chartfield. Required forms must be completed in advance.

Contractual Delegation of Authority- A written delegation by the AVP of Financial Services.

Contracts and Procurement
Franchise Tax Board (FTB) Nonresident Withholding
* 7% withheld on payment to out of State vendors conducting services in CA who do not maintain a permanent place of business in CA or listed with the California Secretary of State.

US Tax Withholding to Foreign Companies and/or Individuals
* Monetary amount withheld on payment when services conducted inside the US.

Use Tax
* Tax applied on purchases made and correct sales tax rate was not charged.
Section 1
Hospitality
Hospitality:

- The reasonable provision of meals (catered or restaurant) or light refreshments (beverages, hors d’oeuvres, pastries, cookies)
- Entertainment Services
- Promotional Items
- Service Recognition
- Awards
- Prizes

Hospitality includes expenses for activities that promote the university to the public, with the expectation of benefits accruing directly or indirectly to the university.
Hospitality expenses may be paid when ALL the following criteria are met:

1. Expenses are Necessary
2. Appropriate to the Occasion
3. Reasonable in Amount
4. Serves a purpose with the Mission of the University
5. Cost Effective

Hospitality applies to: Students, Employees, Donors, Guests, Visitors, Volunteers and Other Individuals
Section 1 – Hospitality Roles

* **Approving Official**—A person whom authority has been delegated in writing to approve expenses.
* Must be approved by approving official (approving authority).
* Approving authority may not approve their own expenses and may not approve their supervisor. Exception: The President’s expenditures to be approved by CFO
* Vice President approval or above is required when a spouse or domestic partner of an employee is in attendance and the hospitality is for recreational, sporting or entertainment events.
Section 1 - Employee Only Meetings or Events

* Serves a university business purpose
* Occurs infrequently per group or committee
* Is a reasonable amount
* And **ONE** of the following are met:
  * The meeting or event lasts 3 hours or more
  * The majority of the attendees are on travel status
  * More than 2 employees are present
Section 1 - Unallowed Expenditures

* Personal Benefit
  * Examples include:
    * Employee birthdays, weddings, anniversaries, bridal/baby showers, bereavement or sympathy gifts.
    * Gifts as thank you to consultants, guest speakers, or employees from another campus.

* Discrimination

* Tobacco Product
HOSPITALITY FORM

Current Date: ___________________________  Date of Event: ___________________________
Official Host Name: ______________________  Phone or Email: ___________________________
Number of Participants: ____________________  Cost per Participant: _______________________

Does the hospitality include official guests? [ ] No  [ ] Yes (Describe official guest): ___________________________

If “Yes” please include a list of participants and reference the hospitality policy for maximum meal limits:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Project</th>
<th>Class</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund – GM####, S####, RN####, RT####, and for the purposes of this policy, QT####</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Self Support Student Fee Funds – IC####, RD####, R####, RN####, R####, RN####, RN####, RN####, RN####, RN####</td>
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<tr>
<td>Private Support – Co####, GM####, MT####, QT####, QT#### (other than QT####), RN####</td>
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</tbody>
</table>

Type of Hospitality Expense (Mark all that apply):

- Gifts to employees: Not allowed
- Birthday, wedding, anniversary, bridal/baby showers, bereavement gifts to employees: Not allowed
- Tobacco products: Not allowed
- Meals and light refreshments for meetings and events: Not allowed
- Employee awards/prizes, service recognition, or employee morale functions: Not allowed
- Employee farewell gatherings (full banquet): Not allowed
- Employee farewell awards: Not allowed
- Promotional items for official guests: Not allowed in the amount
- Promotional items for non-employee employees (Tangible personal property up to $75): Not allowed in the amount
- Gifts to official guests: Not Allowed Not Allowed
- Stamps or equivalent: Not Allowed Not Allowed
- Membership in social organizations: Not Allowed
- Alcoholic beverages: Not Allowed
- Entertainment services (VP approval or higher required): Not Allowed
- Other (Describe): ___________________________

The hospitality policy can be found at https://www.sonoma.edu/policies/

AUTHORIZED SIGNER (APPROVING AUTHORITY):
Expenses are in accordance with the SSU Hospitality Policy.

[ ] Print Name: ___________________________  Date: ___________________________
[ ] Signature: ___________________________

ADDITIONAL APPROVING OFFICIAL, if required:
(Required when authorized signer and official host are the same person or when official host is the authorized signer’s supervisor)

[ ] Print Name: ___________________________  Date: ___________________________
[ ] Signature: ___________________________
It is the responsibility of all employees to comply with hospitality policy, please make sure to read the entire policy.

* [http://www.sonoma.edu/policies/hospitality-faq](http://www.sonoma.edu/policies/hospitality-faq)
Section 2
ProCard
* Verify Vendor accepts Visa with no additional credit card fees
* Commodity/Goods within your per transaction limit
* Non-Contractual Service under $2500
* Obtain Quote
* Place Order
* Submit receipt and any additional required documents with ProCard reconciliation report.
* **ProCard should be utilized whenever possible**
* **Training Available**
Section 3
Direct Pay
Section 3- Vendor Data Record (204)

* Required in order for Sonoma State to make any payment
  * No substitutions
  * ProCard is exempt
* CSU or State Employees cannot be paid outside of Payroll
* Retirees cannot be paid until at least 6 months after separation, check with HR
* Form contains Level 1 data please do not email or accept email
* Must be uploaded by data owner
  * [http://web.sonoma.edu/finance/procurement/vendor/](http://web.sonoma.edu/finance/procurement/vendor/)
* Vendor name on 204, invoice, PO, Direct Pay, must all match
* Payment request or EREQ where a 204 has not been received, if not received within 30 days of submission, request will be returned to department to obtain and resubmit
Section 3- Direct Pay

* Commodity/Goods under $500
* Non-Contractual Service under $2500
* Obtain a Quote
Section 3- Direct Pay

* Place Order
* Once goods are received and inspected or service performed
* Payment submission
  * After all approvals, submit invoice with Direct Pay form attached to invoice to Accounts Payable to apinvoice@sonoma.edu
  * One payment request per email
  * Recommended email subject line
    (Business Unit-Vendor Name-Invoice Number)
    Example: SOCMP-CARRIE SCHMIDT-AP12345
* Verify No Past Due Balance
Section 3 - Direct Pay

* Payment Terms are Net 30 based off of invoice date.
* For speakers or services the date cannot precede the service.
* Typically turnaround under normal business operations for voucher entry is 15 business days from receipt of accurately completed direct pay and fund review.
  * Just like your department, AP is not immune to PSPS events, evacuations, poor air quality, campus closures, fatigue, bereavements, paternity leave or COVID related issues.
* Pay-cycle happens on Tuesdays and Thursdays, please note checks are mailed next business day.
# Vendor Direct Pay Form

All invoices must identify the University or one of the Auxiliaries as the billing to entity. In addition, it is recommended to include:

- department responsible for paying the invoice also be referenced on the invoice.

1. Departments must not submit the Direct Pay form until services are rendered or commodities received. It is the sole responsibility of the requesting department to ensure all information necessary for proper delivery of items is provided to the vendor. Items should be shipped directly to Sonoma State University. Any problem resolution regarding the order is the responsibility of the requesting department.

   - Purchase orders may be altered or deleted when a properly completed Vendor Direct Form is on file with the Accounts Payable Office. For non-purchase orders, if a Vendor Direct Form is not completed, Accounts Payable may require an updated form.

### Helpful Tips:

- Eligible direct pay expenses include:
  - University or Auxiliary Subscriptions
  - University or Auxiliary Memberships
  - Regularly
  - Utilities
  - Non-Contracted Services $1,500 or less within a calendar year
  - Commodities $500 or less

- Ineligible direct pay expenses include:
  - IT hardware and software
  - Payments to CSU or state employees
  - Services payments to students without HR approval

## VENDOR INFORMATION

<table>
<thead>
<tr>
<th>VENDOR NUMBER</th>
<th>DEPT REQUESTOR</th>
<th>EXT</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>VENDOR NAME</th>
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<tr>
<th>ADDRESS:</th>
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<tr>
<th>CITY/ST/ZIP:</th>
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<tr>
<th>PHONE:</th>
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</tbody>
</table>

## EXPENDITURE DESCRIPTION

### NOTES TO AP

#### (Select) Special Note: Please do not combine Business Units. Use one form per Business Unit

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Invoice Number</th>
<th>Amount</th>
<th>Act</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Program</th>
<th>Class</th>
<th>Pro/Grant</th>
<th>Vendor # (AP Use)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Total:** $0.00

### CASHIER’S DEPOSIT:

Business units may authorize cashiers to make petty cash payments for small, non-contractual services. Please ensure the following:

- Petty cash payments are made to the variance authority.
- Petty cash payments are made to the variance authority.
- Petty cash payments are made to the variance authority.
- Petty cash payments are made to the variance authority.

**Total:** $0.00

### PLEASE NOTE:

- If payment request is a commodity over $500 or non-contractual service over $2,500, or contractual services at any dollar amount, the questions below must be answered:

1. Why was the correct process not followed?

2. What measures will be implemented to ensure compliance with procurement policies and procedures?

|财务服务：1601 E. Cotati Ave Rohnert Park, CA 94928 |
|Location of Form: http://www.sonoma.edu/finance/forms/ |
|Revised: February 2021 |
Section 4
EREQ
## Section 4- EREQ Quotes/Bid Requirement

<table>
<thead>
<tr>
<th></th>
<th>Goods</th>
<th>Services]</th>
<th>IT Related Goods and Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $49,999</td>
<td>One Quote</td>
<td>One Quote</td>
<td>One Quote</td>
</tr>
<tr>
<td>$49,999 - $99,999</td>
<td>Three Quotes</td>
<td>Three Quotes</td>
<td>Three Quotes</td>
</tr>
<tr>
<td>$99,999 - $499,999</td>
<td>Formal Competitive Solicitation</td>
<td>Formal Competitive Solicitation</td>
<td>Three Quotes with written scope of work</td>
</tr>
<tr>
<td>$499,999 and up</td>
<td>Formal Competitive Solicitation</td>
<td>Formal Competitive Solicitation</td>
<td>Formal Competitive Solicitation</td>
</tr>
</tbody>
</table>

- Longer process time is needed. Dept should reach out to Procurement as early as possible.
## Section 4- EREQ

**EREQ Form**

### Header Information

- **Business Unit**: SOCMP

### Vendor Info

- **Vendor Number**
- **Vendor Name**
- **Vendor Street Address**
- **Vendor City/State/Zip**
- **Contact Name/Title**
- **Vendor Phone**
- **Vendor Email**
- **Vendor Fax**

### Requisition Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Subtotal</td>
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<tr>
<td>Est. Shipping</td>
<td>0.00</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Item Info

<table>
<thead>
<tr>
<th>Item Num</th>
<th>Item Description</th>
<th>Qty</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extension</th>
<th>Tax</th>
<th>Account</th>
<th>Fund Dept</th>
<th>Prog</th>
<th>Class</th>
<th>Proj/Gr</th>
</tr>
</thead>
</table>

*Note: The table is incomplete and requires filling in the appropriate values.*

---

**IMPORTANT NOTICE**: Only One (1) E-Requisition per Business Unit.
Section 4- EREQ

EREQ Form

**Instruction Tab**

- **Requisition Number**: 3087-005
- **Requisition Date**: 05/16/20
- **Department**: Contracts and Procurement
- **Requestor**: Joy Sun
- **Requestor Phone**: 654-2274
- **Requestor Email**: joy.sun@sonoma.edu
- **Date Needed**: 5/20/2020

**Header Information**

**Vendor Information**

- **Vendor Name**: Academic Search, Inc
- **Vendor Street/Address**: 1015 19th Street NW, Suite 510
- **Vendor City/State/Zip**: Washington, DC 20036
- **Contact Name/Title**: Shawn M. Hartman, V.P. and Chief Operating Officer
- **Vendor Phone**: 202-332-4049, Ext. 484
- **Vendor Email**: smh@academic-search.com
- **Vendor Fax**: 202-234-7640

**Deliver to and Distribution of PO**

- **Deliver To**: Joy Sun
- **Distribution of**: Jenifer Barnett

**Service** – Who do you want the deliverable (report, proposal…) to be delivered to?

**Commodities** – Who do want the item (equipment, computer, chairs…) to be delivered to?

Besides the Requestor and Vendor, who else needs copy of the Purchase Order or Contract.
Make sure the amount in the Extension add up or match the amount in the Requisition Summary box. Amount indicated on the EREQ form should match with vendor’s quote.
Section 4- EREQ
EREQ Form

Item Information Part 1 – Item Description and Amount

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td></td>
<td></td>
<td>3249.24</td>
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</tbody>
</table>

Item Information Part 2 – Chartfield String

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>DeptID</th>
<th>Prog</th>
<th>Class</th>
<th>Proj/Gr</th>
</tr>
</thead>
<tbody>
<tr>
<td>613001</td>
<td>S0500</td>
<td>06500</td>
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<td>3067</td>
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</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>ea</td>
<td>1019</td>
<td>5095</td>
</tr>
<tr>
<td>5</td>
<td>ea</td>
<td>89</td>
<td>445 n</td>
</tr>
<tr>
<td>5</td>
<td>ea</td>
<td>127</td>
<td>635 y</td>
</tr>
<tr>
<td>2</td>
<td>ea</td>
<td>1390</td>
<td>2780 y</td>
</tr>
<tr>
<td>2</td>
<td>ea</td>
<td>190</td>
<td>380 n</td>
</tr>
</tbody>
</table>
Section 4- EREQ
Required Submittals

* Vendor quote/proposal or website link
* Detailed Scope of Work
* Approved IT Cert – Provide the entire email string not just screenshot of the approval section
* Signed Hospitality Form – Hospitality Policy
* Signed Independent Contractor Review (ICR) Form – Contract with an individual (John Smith) not a company (Google, GE….)

Section 4- EREQ
Required Submittals

* Must be submitted by an authorized approver with proper fiscal DOA in place or attach the approval with EREQ

* Supplies to be shipped directly to employee’s personal residence. The employee’s appropriate administrator’s approval is required
Submit EREQ when all required submittal and approval(s) are obtained and everything should be submitted in **ONE** email to ereq@sonoma.edu.

* One EREQ per email. Do not combine multiple EREQs in one email.

* Subject Line Naming Convention
  
  EREQ number – vendor name

**EREQ submitted not following the above mentioned will not be processed and will be returned to the department.**
## Section 4- EREQ

### Subject Line Naming Convention

**EREQ Number – Vendor Name**

**EREQ Files**

<table>
<thead>
<tr>
<th>Proper Naming Convention</th>
<th>Creative Naming Convention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re: EREQ 0008-038 AccuData_AlumniFinder Re...</td>
<td>Re: Guest Parking MOL...</td>
</tr>
<tr>
<td>Re: EREQ 0008-038 AccuData_AlumniFinder Re...</td>
<td>Re: Guest Parking MOL...</td>
</tr>
<tr>
<td>Fwd: EREQ 0008-038 AccuData_AlumniFinder Re...</td>
<td>Fwd: Guest Parking MOL...</td>
</tr>
<tr>
<td>FW: EREQ 0008-036 AlumniFinder Donor Search...</td>
<td>WSLC Agreement EREQ 0008-...</td>
</tr>
<tr>
<td>Fwd: EREQ 0008-033 Morgan Stanley - NB Select...</td>
<td>Fwd: New Users - Hello</td>
</tr>
<tr>
<td>Fwd: EREQ 0008-034 Morgan Stanley - Vintage ...</td>
<td>Fwd: FW: Software Program</td>
</tr>
<tr>
<td>FW: EREQ 0008-032 Blackbaud_RE NXT Success ...</td>
<td>Fwd: EREQ 3061-006 Q...</td>
</tr>
<tr>
<td>FW: EREQ 0008-031 Stericycle/Shred It - Approv...</td>
<td>Fwd: Questica Invoice...</td>
</tr>
<tr>
<td>FW: EREQ 0008-030 McMorang Infrastructure F...</td>
<td>Fwd: Memorandum of...</td>
</tr>
<tr>
<td>FW: EREQ 0008-029 Morgan Stanley_Graham Al...</td>
<td>Fwd: Additional users F...</td>
</tr>
<tr>
<td>FW: EREQ 0008-028 Access Information Protect...</td>
<td>Athletics IBLA - Hello, T...</td>
</tr>
<tr>
<td>FW: EREQ 0008-027 Labyrinth POA for Universit...</td>
<td>Modulare Amendments...</td>
</tr>
<tr>
<td>FW: EREQ 0008-026 SSUF Labyrinth Charitable ...</td>
<td>Re: EREQ 3061-006 Questi...</td>
</tr>
<tr>
<td>FW: EREQ 0008-025 University Labyrinth Charit...</td>
<td>EREQ 3061-006 Questi...</td>
</tr>
<tr>
<td>FW: EREQ 0008-024 CSPG Registration - Approv...</td>
<td>Pavilion Loan Amendmen...</td>
</tr>
</tbody>
</table>
Section 4- EREQ

What happens to my EREQ once I submit?

* Verify Fiscal of Delegation of Authority (DOA) and review of required submittals
* Other Reviews: Asset, Budget, Trust, ORSP
* Assigned to a Buyer
* Contract executed/Purchase Order issued
* Goods can be shipped
* Service can begin
Departments have to manage PO/Contracts

Should a change need to be made to an existing PO/Contracts, a EREQ must be submitted indicating the change prior to any action being made.

Ex: extending term, increasing scope of work and/or cost, chartfield update or change

Do not submit invoice to EREQ email
* Invoice submittal - Forward invoice to Accounts Payable at apinvoice@Sonoma.edu
  * One payment request per email
  * Recommended email subject line
    (Business Unit-Vendor Name-PO#-Invoice Number)
    Example: SOCMP-RICOH-PO113719-5060518126
  * Department tracks and confirms sufficient funds on PO to pay invoice prior to submission to AP
  * If PO has multiple distribution lines, department must reference line number and line amount for AP to pay
Section 4- EREQ
AP Payment Submission

* Service
  * Make sure the correct PO/Contract Number is referenced on the invoice and approve that services have been completed by sending payment to AP
  * Confirm service dates align with PO
  * Confirm rate charged aligns with PO
  * For artists, checks can be ready for distribution the night of a show based on contractual agreement. Check pickup must be an SSU employee

* Commodities/goods
  * Commodity/Goods- Make sure the correct and functional items are received, correct PO/Contract Number is indicated on the invoice
    * Confirm invoice aligns with PO
      * Item, quantity, rate, sales tax (sales tax must be accurately charged)
    * Email Nick Powers prior to sending invoice to AP
* Scenario No. 1 – EREQ already submitted. A PO/Contract has not been issued. You need to change the information provided on the EREQ (for example: new pricing or specification)

Action item – Submit a **Revised EREQ** with all required submittals and approvals. Provide all information on the **Item Description**, **new total amount** and chartfield string. EREQ number should be original EREQ number plus .001.

For example: Original EREQ number is 3030-200. The revised EREQ number should be 3030-200.001.
Scenario No. 2 – EREQ already submitted and a PO/Contract is issued. You need to amend the PO/Contract (for example: time extension, additional scope of work and cost, change qty….)

Action item – Submit a New EREQ with a new EREQ number with all required submittals and approvals. Indicate only the changes on the Item Description. Remove all the original from the item description. Put only the additional amount and chartfield string on the EREQ.

Example – Increase PO No 115632 by $200 due to additional scope. The EREQ amount should be $200 not $200 plus the PO/Contract amount.
Section 4- EREQ Turnaround Expectations

- ProCard - 3 to 4 business days
- Purchase Order/Service Order – 2 to 3 weeks
- Contract (non-IT) - 3 to 4 weeks
- IT related - 6 to 8 weeks
- Out to Bid - up to 6 months, based on complexity

Contingent upon - EREQ submittals are complete and accurate and the suppliers are being responsive with 204’s, insurance, other required documentation, negotiations and signature.
Section 5
EBER
Currently Suspended
EBERs are currently suspended and will not be processed until further notice.
Section 5 - Currently Suspended
Employee Business Expense Reimbursement

* ProCard should always be used first
* When a purchase needs to be made out in the field
* Commodities/Goods up to $500.00
  * Must be shipped to the University

* Not allowable:
  * Services
  * Software or Hardware purchases
  * Students making purchases on behalf of the University
EBER- Currently Suspended

Employee Business Expense Reimbursement (Non-Travel)

Department Procure is the first option when a purchase needs to be made for the University. In the rare event that an employee must make a purchases out of pocket, this form should be utilized.

1) Out-of-pocket reimbursements up to $100 will be paid from petty cash. Please submit this completed form, original itemized receipts, and any other required forms for the purchase to the Service Center for reimbursement.
2) Out-of-pocket reimbursements above $100 will be paid by check or EFT to the employee. Please submit completed form, original itemized receipts, and any other required forms for the purchase to Accounts Payable for reimbursement.
3) To clear a Employee Business Expense Advance (EBER) attach copy of original request with original itemized receipts to Accounts Payable for reimbursement.

**If advance was in excess of actual expenses, repayment occurs at Service Center.

Helpful Tips:
* Reimbursement requests should be submitted within 30 days of purchase.
* Tips on meals should not exceed 20%.
* The following items are prohibited through the Employee Business Expense Reimbursement: IT hardware and software, Travel related expenses and services of any kind.
* Students should not be making purchases on behalf of the University.

Date: ___________________________  Employee ID: ___________________________

Name: __________________________

Email: __________________________

I am set up on Direct Deposit: (For Direct Deposit Form: http://www.sonoma.edu/finance/forms-policies/)

Please pay via Check:

Mail your Address: __________________________

Address City/State/Zip: __________________________

Business Unit: (Select) - 

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<th>Program</th>
<th>Class</th>
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Less advance (enter as a negative): __________________________

Balance Due To/ (owed by) Employee: $ 0.00 __________________________

Expenditure/Reimbursement Description:

__________________________________________________________

__________ Attach alloriginal receipts __________

Employee Signature: __________________________ Date: __________________________

Approving Authority Signature: __________________________ Date: __________________________
Section 6

Additional Financial Services Information
Departments submit invoice with payment authorization after services rendered or commodities/goods received to agreed upon terms.

AP practice is to mail ALL vendor payments directly to vendor.

- Special consideration is if the PO outlined check needed night of event.
- Once department accepts the check, the department is responsible for appropriate cash handling.
  - Check in locked department safe
  - Dept hands check to vendor night of event after services rendered
    - If services not rendered, event canceled Due to Acts of God, dept immediately returns check to Accounts Payable with reason check is returned.
Section 6- Payment Options

* Check
  * Primary form of vendor payment
  * Checks are printed on Tuesday and Thursday and mailed next day
    * Employees mailed to home address
    * International vendors are issued check

* Direct Deposit (payroll direct deposit is separate)
  * Employees may receive travel or business reimbursement Direct Deposit (SOCMP)
  * Direct Deposit is run daily (excluding holiday)
  * Direct Deposit for University Employee Reimbursements

* ACH-Domestic Vendor Electronic Payments
  * Current 204
  * Electronic Payment Request Form
  * Letter from bank on bank letterhead (possibility to waive)

* WIRE-International
  * Current 204
  * Electronic Payment Request Form
  * Letter from bank on bank letterhead
  * Vendor bank has direct banking relationship with Wells Fargo
  * Infrequent included in contractual agreement
Section 6-What happens if an Expense posted to an incorrect Chartfield?

* Submit journal reclass form to journal.reclass@sonoma.edu
* Include supporting documentation of original transaction along with delegation of approval for updated Chartfield.
Accounts Payable audits travel documents against CSU Travel Policy & Procedure requirements for the following individuals:

- SSU Employees
- SSU Volunteer Employees
- SSU Students
- Interview Candidates /Prospective Employees
- Independent Contractors/Suppliers
Travel Forms can be found at:
http://web.sonoma.edu/seawolfservices/forms/index.htm

Travel Questions? Visit the Travel FAQ page.
Section 7-
Contact Information

* Financial Services Contacts
  * [http://web.sonoma.edu/finance/contact.html](http://web.sonoma.edu/finance/contact.html)

* Financial Services Forms can be found at
  * [http://web.sonoma.edu/finance/forms-policies/](http://web.sonoma.edu/finance/forms-policies/)
Thank you for participating

- Please put your questions in chat
- We will email out the ppt and the questions and answers to all attendees
- Please send any feedback to Jenifer.Barnett@Sonoma.edu