

A/P - Frequently Asked Questions

How much am I allowed to tip at a restaurant?

Tips should not exceed what is reasonable and customary, so we use 15-20% as the benchmark for reasonable. If extra time is taken at a restaurant, for example, while interviewing a job candidate, then an additional 5% might be reasonable; however, the reason for the additional tip must be included on the documentation submitted to accounts payable, or any amount in excess of 20% will not be reimbursed. Keep in mind if the receipt includes alcohol and we are not reimbursing alcohol we can only reimburse 20% of the food amount.

What is the deadline for getting paperwork to AP in order to have a check cut in the Wednesday check run?

We will do our best to process all Disbursement Vouchers routed to A/P by noon on Thursday in the next check run. This means that your DV must be completely routed and waiting in the KFS-FP Disbursement Method Reviewer. Your invoice must be attached to the DV (unless you are reimbursing an individual, petty cash, imprest funds, and moving expenses payable to an individual- those require original receipts be sent to Accounts Payable). When original receipts are required insure you walk the paperwork to Accounts Payable by noon on Thursday and hand to appropriate AP tech. On the following Tuesday morning please verify that the document you need in the check run has the final status. If it does not have the final status you can contact the appropriate A/P tech via email. Note: most purchase order documents have 30 day terms and are paid within those terms. Purchasing sets the terms on these vendors, AP does not.

My department wants to have a holiday party; can we pay for this with University Funds?

No, see FPI K-1.

Our administrative assistant just had a baby, can we send flowers or a baby gift and pay for it with University Funds?

No, see FPI K-1.

Where should I have a vendor mail an invoice?

All invoices for Purchase Orders should be mailed to Accounts Payable – 6003 Campus Delivery. There are some exceptions for Sponsored Programs, the Bookstore and Food Service, who pay some of their own invoices.

We are in a remote location and our cleaning person stopped showing up. We would like to use one of our employees to clean after hours or on the weekend. How do we pay this employee for the extra time?

First of all, does the employee own a cleaning business outside of his/her employment at CSU? If so, pay via DV or PCARD and issue a 1099. If not, the extra time must be included on his/her paycheck.

My department is holding an official function out-of-state and the restaurant/hotel won't accept a purchase order from CSU, how can we get them paid?

There are a couple of options, #1, use PCARD. You need to make sure that you have official function status and that your credit limit is high enough for the transaction. Consider increasing the limit to \$5,000 for one person in your department who pays for official functions frequently. #2, prepay for the function with a Disbursement Voucher, pay any remaining balance with PCARD after the final bill is calculated. Note: all official function documentation is still required when PCARD is used.

I am placing an ad with the Denver Newspaper Agency, how should I pay for it?

Pay for all advertising through the Denver Newspaper Agency using PCARD.

Why hasn't a vendor been paid?

If it is for a DV - check your DV to see what status it has. If it is final check the Pre-Disbursement Processor Status tab to see what status it is in. If it is not final check the route log to see where it is waiting. Contact the approver to see why it has not been processed. If it is for a PO – check the PO view related documents tab to see if a Payment Request (PREQ) has been processed. If yes, check the PREQ to see what the pay date reads.

How do I determine if food and beverage is for an Official function, or whether it fits in some other category?

Most food, beverage, and event costs are official functions (6649 object code). Alcoholic beverage purchases must be charged to the 6650 object code. The purchase of alcoholic beverages must be funded using 64 (gift) or 62 (auxiliary) funds. These require official function documentation (who, what, why, when, where & how) and authorization from an official function approver. However there are some exceptions to official functions:

- 1) Training: Are the food and beverage costs of a legitimate training session? If the event is held in a public place, there are no alcoholic beverages served, there is an identified presenter, a written agenda and study materials, then the proper code is training. (6633 object code) These do not require an official function approver's authorization.
- 2) Travel: If the food and beverage costs are for meals to sustain a person while in travel status, then travel coding is appropriate.
- 3) Recruiting: Are the food, beverage or event costs specifically for recruiting employees or students? **Official function documentation and approval are required.** (object code 6626-students, object code 6627-employees)
- 4) Program Participant costs: Are food, meal and other expenses for an event the direct costs of a program's mission? Usually funding comes directly from an outside source specifically for the purpose of conducting the program. Examples are CSU Food Services, Conference Services, food & nutrition classes, sponsored programs involving diet and eating research, etc.

The best test is determining whether:

A) The food, beverage or event cost is a direct objective of the department or program missions,

OR

B) The food, beverage or event costs simply facilitate operations for the organization (indicating official function, training, recruiting or travel)

Two examples:

- 1) CSU Food Service purchases a case of potato chips to sell in the food court. Their direct objective is selling prepared food. The funding (revenue received from customers) is given for the specific purpose of obtaining the food. The costs of the food are for Food Services' direct objective, and therefore are not an official function expense.
- 2) CSU Food Service purchases potato chips to serve at their staff meeting. This expense simply helps facilitate operations and therefore is an official function.

For specific questions, please refer to the [Who Do I Call](#)" guidelines.

How do I get my name added to the BusFin listserv? Contact Connie McNaughton @ Connie.MacNaughton@Colostate.edu.

What does the BusFin listserv provide me with? Updates to new A/P, Travel and PCARD policies, reminders, and general information from the Business and Financial Services departments.