

Prepayments, Registrations, Reimbursements & Subscriptions

Last Updated: September 2007

OVERVIEW

- Proof of payment **REQUIRED** - Original receipts are required to obtain reimbursement – faxed and
- Photocopies receipts will **NOT** be allowed.
- Copy of cancelled check can also be used as proof of payment.
- Copy of credit card receipt or statement can be used as proof of payment
- Preferred method of payment between departments (purchasing from Bookstore, CSU modem payments, etc) is IMO or A Card
- If the individual is an employee – The individual's Oracle Employee ID number OR their CSU ID number (found on ID card) is required for ALL payments to employees
- Hospitality (4820) – Official Function form (on website) – **REQUIRED**
- Tips – Cannot reimburse > 20%

NON Allowable reimbursements:

- Payments for services or honorariums
- CSU parking permits or tickets
- Gift Certificates
- Cash Gifts
- Mileage, toll booths, gas receipts, other Travel expenses

SERVICE PAYMENTS TO INDIVIDUALS

- If the individual is an employee – The individual's Oracle Employee ID number OR their CSU ID number (found on ID card)
- If the individual is not an employee – **REQUIRED** to have the individual's social security number to comply with IRS regulations.
 - If the individual has previously been paid by CSU, include only the last four digits of the individual's social security number. OR
 - If the individual has NOT previously been paid by CSU, a completed W9 form will need to be submitted to Accounts Payable with the valid information on it prior to payment being issued.
 - • Permanent Address – **REQUIRED!!**

Blank W9s can be found on the BFS website: <http://busfin.colostate.edu/forms.aspx>

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Honorariums

- <\$5000 Honorariums on AFE
- >\$5000 needs to go through Purchasing – Purchase Requisition
- If invoice is not available – submit copy of flier, email, some type of documentation of event

Service Payments to Employees – Criteria for how to issue payment:

- If payment is to current employee and services rendered are similar duties as those performed as employee, Accounts Payable CANNOT issue payment – Must go through Payroll. (**Sample:** English professor cannot be paid for leading an English workshop.)

OR

- If payment is to current employee for services within the same department the individual is employed, Accounts Payable CANNOT issue payment – Must go through Payroll. (**Sample:** Employee in Music, Theatre, and Dance cannot be paid for helping with the spring play.)
- If payment is to current employee and services rendered are different than duties performed as employee, Accounts Payable CAN issue payment (**Sample:** Employee in Mathematics can be paid for providing music for graduation.)

Stipends

- If the individual is an employee – The individual's Oracle Employee ID number OR their CSU ID number (found on ID card)
- If the individual is not an employee – **REQUIRED** to have the individual's social security number to comply with IRS regulations.
 - If the individual has previously been paid by CSU, include only the last four digits of the individual's social security number. OR
 - If the individual has NOT previously been paid by CSU, a completed W9 form will need to be submitted to Accounts Payable with the valid information on it prior to payment being issued.
 - • Permanent Address – **REQUIRED!!**
- Stipend form – found on BFS website – **REQUIRED!!** <http://busfin.colostate.edu/ap.aspx>

CREATING THE DOCUMENT

- Create your document like any other Authorization for Expenditure (AFE) with the person's name or vendor's name listed in the Vendor Name field.

- If the order is a prepayment, click on the Prepay? field.

- In the comments area (Enter Comments Save First!) include this information:

The reason for the prepayment or reimbursement

If the check needs to be sent to the department, include a name and address

If you're paying an individual, include their social security number and permanent address

APPROVAL

Your document will go to the appropriate department approver. If the official function/hospitality subcode 482x was used on any line item, that line will go to the hospitality approver also.

PRINTING

If a vendor copy is not needed, enter a "W" in the official copy column on the print official copy screen.

This will delete this document from the official copy print screen. A file copy can always be printed from the duplicate order/file copy screen if needed at a later date.

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REIMBURSEMENT

This is really important!! Accounts Payable needs paper documentation (always reference the AFE document number) for ALL payments, whether it's an invoice, a registration form, a subscription card or notice, or a memo of justification. The paper document serves two purposes:

1) This is Accounts Payable's notice that there is an item ready for payment. If paper documentation isn't submitted, Accounts Payable doesn't know of the existence of the document, and subsequently payment won't take place.

2) This documentation is the necessary backup required for research and auditing purposes.

Provide Accounts Payable with any invoices you may receive, or registration forms, subscription notices, official memo, or other form of appropriate documentation to support payment of every item you purchase.

- All reimbursements require the original receipt.
- Copies of cancelled checks and credit card statements can also be used to provide proof of purchase.
- If the individual is an employee – The individual's Oracle Employee ID number OR their CSU ID number (found on ID card) is required for ALL payments to employees
- Make sure your document has been approved by all approvers.

Checks are issued Tuesday night. If you want your payment included in the Tuesday night check run, your document should be completed and approved by Thursday, 5:00 p.m. Do not mail supporting documents to Accounts Payable after Thursday if you want the payment in the Tuesday check run. Walk your supporting documents over to Accounts Payable (200A Johnson Hall) and hand them directly to the Accounts Payable Technician responsible for payment on that specific vendor, clarifying the need for payment in the next check run. This should ensure that they get safely in the check run.