



Policy 2.3

Vendor Payments Including Emory Purchasing Card

Responsible Official: VP for Finance
Administering Division/Department: Payment Services
Effective Date: January 01, 2008
Last Revision: April 22, 2008

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Overview

This policy provides guidelines to facilitate the timely and accurate payment to vendors.

Applicability

All employees.

Policy Details

2.3.1 General

The Procurement and Payment Services department works with University staff to assure that selection of vendors as well as subsequent payment to these vendors is handled in a manner that is consistent with University policies and procedures.

2.3.2 Payment Request

The [Payment Request](#) should be completed online. Once complete, the form should be printed and signed by the department's authorized signer for submission to [Payment Services](#).

2.3.3 Customer Service

[Payment Services](#) has designated three customer service specialists to handle all calls for payment inquiries. Data entry staff may contact departments to request missing information. If it is necessary for departments to return information calls, those calls will be routed through the customer service main line. When responding to information requests, have the name of the data entry person who contacted you, the vendor name/number in question, and the information requested. Information should be given to the customer service staff who in turn will relay it to the appropriate data entry staff member.

2.3.4 Vendor Payments – Payment Processing

2.3.4.1 Non-Purchase Order Invoices

Send only original invoices to [Payment Services](#). If the original has been lost, send a clean copy or fax of the invoice, stating that the original is not available and that the University should pay from the copy. Vendor "statements" should not be submitted for payment. If you do not have the invoice appearing on the statement, call the vendor and request a copy.

2.3.4.2 Purchase Order Invoices

Complete a Requisition in Emory Express for ALL material goods (i.e., computers, office supplies, furniture, etc.). When the merchandise is received and it is in proper working condition, enter the Emory Express system and mark the shipment as received. Departmental funds are encumbered when a Purchase Order is issued. The encumbrance will automatically be removed when the invoice is posted. However, if the invoice is for less than the original Purchase Order, the remaining unused portion of the funds will remain encumbered until the department removes the encumbrance.

Definitions

Vendor: A person or entity legally authorized to sell a property or service to the University.

Purchase Order: A document issued by a University buyer to a seller indicating the type, quantities, and agreed prices for products or services.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.3>
- [Payment Request](http://www.finance.emory.edu/payments/index.cfm) (http://www.finance.emory.edu/payments/index.cfm)
- [Payment Services](http://www.finance.emory.edu/external/deptpages/ap/index.cfm) (http://www.finance.emory.edu/external/deptpages/ap/index.cfm)
- [P Card Information and Application](http://www.finance.emory.edu/general/ap/purcard.cfm) (http://www.finance.emory.edu/general/ap/purcard.cfm)

Contact Information

Subject	Contact	Phone	Email
Payment Services	Customer Service	404-727-5400	actspay@emory.edu
P Card administrator	Tascha Short	404.727.1526	tascha.short@emory.edu

Revision History

- Version Published on: Mar 19, 2007
- Version Published on: Mar 19, 2007 *(Substitute "P Card Coordinator" for name-specific reference.)*
- Version Published on: Mar 19, 2007 *(Original Publication)*