

Accounts Payable Procedures

1. When ordering goods and services that will be direct-billed to the University, instruct the vendor to send the invoice to GVSU Accounts Payable, 201 Lake Michigan Hall, Allendale, MI 49401.
2. A completed W9 Taxpayer Identification and Certification form is required for first-time vendors to GVSU. Instruct the vendor to send this completed form with a direct-bill invoice.
3. Invoices for goods and services will be paid upon receipt of the FOAP number and an authorized-for-payment invoice copy or OnBase system authorization.
4. Packing slips received with delivery of goods should be verified for accuracy and completeness against the Purchase Order and/or vendor invoice copy. File the packing slips with appropriate order records. Discrepancies or other problems should be reported to the vendor immediately. Contact Procurement Services for assistance with any claims.
5. Occasionally, notices with processing instructions are indicated on vendor invoice copies. To expedite processing, please follow the instructions and return the notice with the vendor invoice promptly.

6. If vendor invoice copies are held by the department for any reason, notify Accounts Payable immediately. Any additional fees incurred for delinquent payments are charged to the department.
7. Invoices are processed and checks are printed daily. Unless specified otherwise, all checks are mailed or funds electronically transferred to vendors per the invoice payment terms. The goal of the Accounts Payable department is to process authorized-for-payment invoices within three business days of receipt at 201 LMH.
8. Payments to non-employees and international guests for services rendered require a Purchase Order. Payments are processed in accordance with IRS regulations and/or contract terms.
9. Payments to employees for services rendered beyond their customary scope of responsibilities are paid via the payroll system in accordance with IRS regulations.
10. Payments to students for services rendered will be paid in accordance with IRS regulations and generally via the student employee payroll system.

Accounts Payable
201 Lake Michigan Hall
Allendale, MI 49401
Phone: (616) 331-2233
Fax: (616) 331-3287

Assistance Hot Lines

- Accounting:
 - Agency Fund - x12205
 - Auxiliary Fund - x18030
 - Designated Fund - x12231
 - Endowment Fund - x12201
 - General Fund - x18030
 - Plant Fund - x12231
 - Restricted Fund - x12204
- Adjunct/Overload Budgeting - x12396
- Banner Access & Approval Levels - x12253
- Banner FOAPS (new & changes) - x12253
- Banner Requisitions & Approvals - x12280
- Budget Management - x12234
- Business & Finance Training - x12253
- E-Print Reports - x12253
- Fixed Assets - x12231
- Grants Administration - x17105
- IDC's - x12203
- Independent Contractors - x12280
- Invoice Payments - x12233
- Payroll - x12237
- Position Numbers - x13057
- Purchasing & Property Disposal - x12280
- Purchasing Card Program - x13211
- Revenue Deposits - x12287
- Risk Management & Insurance - x12257
- Travel & Expense Reimbursement - x12203



Business & Finance
I Campus Drive
201 Lake Michigan Hall
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Business & Finance

At-A-Glance Guide

Accounts Payable & Purchasing



Purchasing Policy

As outlined in the University's Administrative Manual, Procurement Services is responsible for the purchase of all goods and services costing more than \$5,000, as well as both purchased and rental equipment, with the following exceptions:

- Books, pamphlets, and periodicals for the library
- Bookstore merchandise for resale
- Pro shop merchandise for resale
- Architectural and consultant services, new constructions, contractual repairs and remodeling
- Professional consulting services
- Software licenses and related maintenance agreements

Bidding & Source Selection

- The selection of a vendor is the responsibility of Procurement Services. Qualified vendors must be given inclusive and equitable opportunities to compete for contracts.
- Purchases between \$5,000 and \$10,000 require competitive quotations. These quotations must be written and maintained by the department with all purchasing documents.
- Purchases between \$10,000 and \$25,000 require competitive quotations. These quotations must be written and submitted to Procurement Services in accordance with instructions provided and not later than the due date and time specified. When a contract is not awarded for the lowest quotation, a statement of justification for an alternate selection must be recorded and maintained with the solicitation documents.

- Purchases exceeding \$25,000 must be preceded by competitive sealed bids. Bids must be returned in accordance with the instructions provided and not later than the due date and time specified. At that time, sealed bids are publicly opened and read aloud. When a contract is not awarded to the lowest bidder, a statement of justification for an alternate selection must be recorded and maintained with the bid documents.

Property Disposal

- Procurement Services is also responsible for the orderly disposal of surplus, obsolete, and worn out equipment.
- All items acquired by the University, regardless of the department funding source, are considered property of the University and subject to the disposal procedures outlined in the GVSU Procedures Manual. Contact Procurement Services for requests to dispose of property and appropriate disposal advice.

Purchasing Procedures

1. The Purchasing Card Program provides departments and/or designated individuals with a Visa credit card to make timely and efficient purchases. All charges are billed directly to the University. This credit card is intended for business use only and is controlled with merchant, commodity, and budget limits. Travel and entertainment purchases (airfare, hotels, restaurants, car rentals, etc.) are not permitted on this credit card. Purchases are limited to a maximum of \$1,000 per transaction.

2. Magazine subscriptions, memberships, and conference registrations should be ordered and paid for with the Purchasing Card. A Purchase Requisition (PR) with authorized approval is required when the department does not have a Purchasing Card.

3. Unless required by the vendor, a Purchase Order (PO) is not required for orders less than \$5,000. Departments must confirm the order with the vendor and provide appropriate ship-to Instructions. Any discrepancies or other problems will be referred to the department for resolution.

4. When placing orders for less than \$5,000, and the Purchasing Card cannot be used, all charges should be direct-billed to the University. Your FOAP number may be given to the vendor in lieu of a PO number. Instruct the vendor to send the invoice to GVSU Accounts Payable, 201 Lake Michigan Hall, Allendale, MI 49401.

5. A PR with appropriate approval is required for all goods and services costing more than \$5,000. If the department initiates an order, the PR must be processed immediately after confirming the order. This will assure PO copies are distributed accordingly for validating receipt of goods, payment approvals, and invoice matching. The PR must include a detailed description, quantity, price, payment schedule if required, suggested vendor, requested delivery date, and FOAP number. Indicate the PR number on all supporting documents (quotations, invoices, contract agreements, etc.) and send them to Procurement Services promptly. Generally, a PO will be processed and sent to the vendor within three-five business days.

6. Equipment and software purchases costing \$5,000 and more will be tagged with a University identification number and recorded in the fixed assets system. The appropriate 7600 series account code must be included in the PR. Contact Procurement Services for special processing instructions.

7. A Change Order is required for an adjustment to the original PO (increase/decrease in the quantity or purchase price, FOAP number, contract terms, change of vendor, etc.). Send any vendor notices to Procurement Services for processing. Other change requests must be e-mailed to Procurement Services at purchasing@gvsu.edu.

Contractual Services

1. A PR is required when contracting for services with non-employees and international guests. The PR must be processed immediately after the contract is confirmed and prior to services being rendered. Contract expenditures or reimbursement requests for travel and related expenses should be included in the contracted service fee. An Independent Contractor Agreement template is available for downloading from the Procurement Services website.

2. A copy of the signed Independent Contractor Agreement form, agency contract or letter of agreement must be sent to Procurement Services as an attachment to the PR in order to assure timely payment in accordance with contract terms. A completed W9 Taxpayer Identification and Certification form is required if the contractor is a first-time vendor to GVSU.

3. Contact the Payroll Manager at 331-2255 for assistance with contracting international guests and compliance with regulations governing their visits.

4. Contact the Human Resources Office for assistance with contracting and paying employees who provide services beyond their customary scope of responsibilities.

5. Contact the Student Employment Office for assistance with contracting and paying students.

Visit our website for a comprehensive list of purchasing policies, procedures, and forms.

Procurement Services

201 Lake Michigan Hall
Allendale, MI 49401

Phone: (616) 331-2280

Fax: (616) 331-3287

E-Mail: purchasing@gvsu.edu
Web: www.gvsu.edu/purchasing