

ACCOUNTS PAYABLE PROCESSING INFORMATION MATRIX

Form	Definition	Process and Support Documentation	Amount	Link
<u>Honorarium with IRS W-9</u>	Payment for limited <u>Speaking Engagements</u> in-person or virtually.	W-9 section to be completed if the vendor is new. Not to be used to pay an employee of the University for a speaking engagement or other services. All employee compensation is paid through payroll.	Not to exceed \$500 per person, per semester.	<u>honorarium-form.pdf (cabrini.edu)</u>
<u>Event and Speaker Waiver</u>	Agreement to secure a University sponsored event and/or guest speaker based on a fee for service amount.	Review the Event Speaker Matrix Guidelines for required documentation based on fee amount.	\$501 - \$2000	<u>Business Office - Events & Speakers (cabrini.edu)</u>
<u>Check Request w/Invoice</u>	Payment for supplying goods or services rendered.	Attach an itemized invoice that includes the date, goods purchased or services rendered, amount to be paid, provider's name and address.	Any	<u>Microsoft Word - Check Request 6-19-03.doc (cabrini.edu)</u>
<u>Purchase Order Requisition & Purchase Order</u>	Document for requesting goods, services, repairs, subscriptions or capital equipment for generating a Purchase Order. PO is sent to vendor for ordering the goods or services.	Send requisition to Liz Kanaras for PO issuance to vendor. Submit invoice with appropriate signature on the invoice by the Chair, Dean or Director for under \$5K or the VP for over \$5K with PO# listed. No check request form is required.	\$2001+	<u>Purchase Requisition-Cabrini draft 6-8-03.xls</u>
<u>Employee Corporate Purchasing Credit Card Purchases (PCard)</u>	Convenient way to make approved business-related purchases. Reduces the need for submitting check requests or travel reimbursements.	Employee that make regular business-related purchases or travel should be issued a PCard to cover the expenses of goods, fares, transportation, parking, tolls, lodging, meals and conference fees.	\$1 - \$5000	<u>Purchasing Card Program (cabrini.edu)</u>
<u>Travel Reimbursement</u>	Payment for Non-PCard travel expenses and submitted seven (7) business days after returning.	For <u>All Expenses</u> , attach an itemized receipt. For <u>Mileage</u> attach a roundtrip turn-by-turn direction route showing actual miles travelled. For <u>Tolls</u> attach Toll by Plate invoice or E-ZPass toll charge summary.	NA	<u>Travel-Reimbursement 2021 (cabrini.edu)</u>
<u>Internal Revenue Service W-9</u>	Required by the IRS to certify a taxpayer (individual or business) identification number.	New vendors required to complete all sections on Page 1 when providing goods or services rendered. Establishes a vendor record in Banner for payment. Updated copies required as individual or business changes their status or federal tax classification.	NA	<u>Form W-9 (Rev. October 2018) (cabrini.edu)</u>
<u>Pennsylvania State Tax Exemption</u>	Eliminates PA sales tax from being charged for in-person and on-line purchases (goods, services, hotels, car rentals, etc.).	Send an email to AP requesting a certificate for each merchant. Provide merchant's name and address.	NA	<u>AP@cabrini.edu</u>
GENERAL INFORMATION				
<i>All forms to be sent via interoffice mail or dropped off at the Business Office.</i>	<i>Please allow a minimum of two (2) weeks before the due date for processing including checks requiring hand-delivery.</i>	<i>Check requiring same week pick up are required to be received in the Business Office before or by Wednesday 3:00pm.</i>	<i>Complete all applicable sections on form(s) to avoid possible delays. Include the business purpose for all expenditures on each form.</i>	<i>For Accounts Payable questions or help, please email <u>AP@cabrini.edu</u></i>
<i>Employee reimbursement of expenses is through direct deposit to primary bank account established through payroll.</i>	<i>Pay Terms are Net 30 days and paid after goods provided or services rendered. Submit invoice upon receipt to avoid incurring late fees.</i>	<i>If form is to be signed electronically, please use Adobe Digital Signature with date and time stamp: <u>Digital Signature (cabrini.edu)</u>.</i>	<i>Status of departmental check request can be found using Banner Self-Service: <u>check-request-invoice-query.pdf (cabrini.edu)</u>.</i>	<i>For Procurement questions or help, please contact Liz Kanaras at <u>eqk38@cabrini.edu</u>.</i>

Guidelines subject to adjustment in accordance with other University policies (APPI Rev 09.28.22).