

Frequently Asked Questions for Accounts Payable:

1. *Who's responsibility is it to obtain a W-9 form?*

The ordering department is responsible to obtain a W-9 form if the vendor is not already in the system. If it is the system, the vendor number should be supplied on all LVPO's, invoice vouchers and college requisitions. A W-9 form can be obtained by going to <http://www.uri.edu/purchasing/forms.htm>

2. *What are the procedures that I should be following after placing an order on an LVPO?*

White	Vendor Copy	Mailed/Faxed to Vendor by Department
Yellow	General Accounting Copy	Forward to Accounting with required signatures and documentation/competitive attached.
Goldenrod	Central Receiving	Forward to Central Receiving <i>Note: All Central Receiving copies must be sent to Central Receiving even if the goods/services are shipped directly to the department.</i>
Green	Department Receiving Report Copy	Sign and forward to Accounting immediately upon receipt and acceptance of merchandise. Please note any shortages, overages keeping or returning, wrong item received keeping or returning and any cancelled or damaged item.
Blue	Department Copy	Retained by Department with documentation and/or competitive quotes.

Accounting cannot pay the invoice until the green "Receiving Report" is received.

3. *When do I send the receiving report for a blanket purchase order?*

Upon completion of the blanket purchase order only. Even receiving reports for multi-year purchase orders should only be sent to accounting when the order or the services are complete.

4. *How do I know what form I should be using prior to placing an order?*

The answers can be found in the purchasing manual located on the purchasing department's home page (www.uri.edu/purchasing/manual).