

Most Frequently Asked Questions on How to Process Invoice Vouchers:

1. *How do I process my dues for a professional organization that I belong to?*
An invoice voucher should be processed with all the information listed on the invoice voucher (name, address, chartfield, amount). The original dues invoice along with a copy should be attached and sent to General Accounting for processing. An authorized agent should sign the invoice voucher.
2. *How do I pay an honorarium for a speaker that lectured a class?*
An invoice voucher should be processed with a letter or memo attached that lists the speaker's name, amount, address, date of speaking engagement and topic of speaking engagement. Please include a W-9 if vendor is not yet on PeopleSoft.
3. *How do I pay an honorarium for a speaker that lectured for the full semester?*
An invoice voucher can not be used in this instance, call the payroll office.
4. *How do I pay an independent consultant that provided the University with sign language interpreting services?*
This should be processed using a purchasing document. See the URI Purchasing website for more information. <http://www.uri.edu/purchasing/>
5. *How do I pay an invoice to the University Club where I took a candidate to lunch for a position that I am filling?*
This should be processed on an invoice voucher. Attach the original receipt along with the list of individuals that was at the luncheon meeting.
6. *We are having a seminar at the University of Rhode Island GSO Campus. We need to have the lunch catered and URI Dining Services have indicated that they cannot provide the services. What do I do?*
In this circumstance you would follow the purchasing policies and use an LVPO or college requisition. Please make sure you are familiar with Policy A-36 which is found on the Controller's website.
7. *What happens if I don't follow URI Purchasing policies, how do I pay for an invoice?*
Submit the invoice to your private funds for payment (URI Foundation or Alumni Fund).
8. *How do I process a large copy job printed for our department?*
In this circumstance you would either request URI Printing Services to do the job and if they could not, you would follow the purchasing policies and use a LVPO or college requisition.
9. *How do I reimburse a staff member for making a purchase with their own funds?*
No staff, faculty or students should be making purchases on URI's behalf. If a situation arises and supplies need to be purchased and then reimbursed, attach the original receipt to an invoice voucher along with a memo to the attention of the Controller explaining the circumstances for the purchase and need for reimbursement. The documentation will be reviewed and a determination whether the employee will be reimbursed. Constant requests for reimbursements will lead to future denials.

10. If I need to make an emergency purchase, do I complete an invoice voucher?

No, please see URI Purchasing Procedures section 2.6

<http://www.uri.edu/purchasing/manual/purchman26.pdf>

11. How do I pay for a seminar I have to attend in Providence?

Attach the original and 1 copy of the application to an invoice voucher and submit to General Accounting for payment. Please provide adequate time for payment.

12. How do I pay for a seminar I have to attend out of state?

The same as above but attach 2 copies of the application along with the invoice voucher and submit to General Accounting – Travel for payment. A completed TAR should be on file.

13. How do I pay Federal Express invoices?

Federal Express invoices are paid on invoice vouchers.

14. Are cell phone invoices processed on invoice vouchers?

Cell phone invoices are not considered a utility invoice and thus are subject to purchasing procedures. Cell phone invoices should not be processed on invoice vouchers.

15. If I have further questions on how to process invoice vouchers, who do I contact?

Invoice vouchers are documents used to pay non-procurement transactions. You should contact Wendy Asting, General Accounting Manager for further information.