

**University of Rhode Island
Processing Internal Payments
Vendor Instructions**

University departments should attempt to use internal vendors as much as possible to provide goods or services. These services are procured using either a college requisition (see purchasing website for detailed instructions <http://www.uri.edu/purchasing/>) or the internal vendors own unique form. To determine if the internal vendor has their own form, go onto their website for detailed instructions on how to order goods or services.

For One-time Delivery Purchases:

Once the goods or services have been provided to the internal customer, the internal vendor then must prepare a credit statement (a copy of a credit statement can be found on the controller's website), attach a copy of the requisition and forward to General Accounting, Room 103 in Carlotti Administration Building or Room 4 at Graduate School of Oceanography. (only if relates to fund 500, otherwise it should go to Accounting in the Fish Bldg.)

For Blanket Purchases or Standard Purchases (over \$5,000) where there is a PO:

Review the purchasing department's detailed instructions on how to prepare a college requisition and forward to purchasing to "encumber" the funds. Accounting should then get a copy of the purchase order; this is automatically forwarded to accounting by Purchasing. Once the goods or services have been provided to the internal customer, the internal vendor then must prepare a credit statement (a copy of a credit statement can be found on the controller's website), and forward to General Accounting, Room 103 in Carlotti Administration Building or Room 4 at Graduate School of Oceanography. (only if relates to fund 500 otherwise it should go to Accounting in the Fish Bldg.) This credit statement must include the PO number. Failure to provide the PO number will result in a transaction that does not liquidate already encumbered funds. If this is a one-time delivery (standard) the internal department should follow up with the "receiving copy" of the PO and forward to accounting.

The [credit statement form](#) should include a contact person within the internal vendor's department in case there are any questions. The internal vendor should not mix PO charges and standard non-PO charges on the same credit statement. If the transaction results in a budget error, the internal vendor will be notified that they will not get "paid" until the transaction clears. It is up to the internal vendor to notify the department that received the goods or services that they have to clear the budget error or provide another chartfield. In this case, the internal vendor serves as the collection agent.

Any questions on how to procure goods or services from internal vendors can be referred to the internal vendor or the purchasing department.

Any questions on how to "receive payment" from these internal vendors can be directed to the Accounting Manager at Kingston, Wendy Asting (4-4438) or Asst. Accounting Manager at GSO, Gayle Coulombe (4-6759).