



THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

Accounts Payable  
Policies and Procedures

May 2020

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# General Information

There are regulatory and business reasons regarding University disbursements that require policies and Procedures. The purpose of this information is to provide guidelines and processes for all University employees to conduct business operations regarding items such as vendor payments, employee reimbursements and various Accounts Payable related services.

The University will reimburse employees for legitimate, reasonable and appropriate business expenses in accordance with the IRS requirements and the procedures set forth in this policy.

The University recognizes the necessity and proper role of reasonable and appropriate expenses incurred for business meals, business meeting and business-related travel to conduct University operations. The University believes and expects that faculty and staff will exercise good judgement when incurring expenses on the University's behalf for business activities. Other Departments within the University may have additional policies in place so long as they do not conflict with the policies within.

Purchases made using grant funds must also follow federal regulations as well as the grant agreement which are not considered in this document.

# **Policies for Allowable Business Expenses**

An allowable business expense is an expense or a transaction that the University, a faculty, staff or student incurs on behalf of the University in exchange for goods or services. Payment of an allowable business expense is ultimately the responsibility of the University. The following is a list of the more common allowable business expenses.

## **Business Travel**

- Airfare
- Hotel
- Meals
- Transportation
- Incidental Expenses
- Conferences

## **Meals**

## **Independent Contractors**

## **Memberships and Subscriptions**

## **BUSINESS TRAVEL**

A detailed breakdown of our travel guidelines and requirements for Business Travel can be found on our Accounting and Financial Reporting website at: <https://www.uah.edu/finance/policies> under UAH Travel Guidelines.

## **MEALS**

The University will reimburse a business meal expense when it is deemed to be necessary, reasonable and appropriate by a dean, director, department head or designee. Reimbursement of meals will occur when they are part of a business meeting or activity, not as a matter of personal convenience. The receipts must be original, itemized and include the providers name and date and demonstrate that it was paid. The names of all attendees and the purpose of the meeting must be included with all request. Credit Card receipts must include the itemized breakdown of the purchase. Alcohol purchases are **“not”** an allowable expense and will be deducted. A customary tip is allowable, up to 20% maximum.

## **INDEPENDENT CONTACTORS**

An Independent Contractor is an individual who provides a service to the University under specific terms in a contract and the University pays them directly for their service. Examples are guest speakers, performers, professional services, etc. A Requisition must be submitted to our Procurement Department for a Purchase Order to be approved and created for all request of this nature.

## **MEMBERSHIPS and SUBSCRIPTIONS**

A Requisition should be submitted to our Procurement Department for an Issue Check Purchase Order to be approved and created for memberships and subscriptions.

# Accounts Payable Overview

The Accounts Payable department is located at Shelby King Hall (SKH 241). Our website is located at <https://www.uah.edu/accounts-payable>, here you will find information and answers to the most commonly asked questions along with our contact information.

We offer both, **Employees** and **Vendors** the option of receiving their payments by ACH Direct Deposit if they desire. The Authorization Form can be found on our website at <https://www.uah.edu/accounts-payable/forms>. Once the form has been completed, it can be returned to us and we will complete the process for ACH Direct Deposit.

Checks and Direct Deposits are issued on **Tuesday** and **Thursday** mornings of each week (these dates could possibly change due to holidays, year-end closings etc.) Documentation for these runs, must be received by 1:00 p.m., the prior day before a run is issued. If documents are received after the cut off time, payment will be issued in the subsequent check run. Any checks requested outside of the regular scheduled runs are considered as an **“Emergency Check Request”** and a form located on the website must be completed and approved before a payment can be issued.

Accounts Payable is responsible for issuing payments for Miscellaneous Voucher/Disbursements, Travel Expense Reports, Issue Check Purchase Orders, and all Purchase Order related Invoices.

## **Miscellaneous Voucher/Disbursements:**

Paid after receiving voucher with all appropriate approvals from Procurement Services or Accounting and Financial Reporting, whichever approves final document for payment.

## **Travel Expense Reports:**

Paid after receiving voucher with all appropriate approvals from Procurement Services or Accounting and Financial Reporting, whichever approves final document for payment.

## **Issue Check Purchase Orders:**

Paid after receiving Issue Check from Procurement Services.

## **Invoices:**

Please note that all invoices submitted to our department for payment **“Must”** include a valid UAH purchase order number on the invoice that it is associated with before payment can be issued. If no PO is included on the invoice, payment will be delayed.

All PO related invoices are required to be submitted directly to the Accounts Payable department at the following address:

*University of Alabama in Huntsville  
Accounts Payable Department, SKH 241  
301 Sparkman Drive  
Huntsville, AL 35899*

Please note, if an invoice is forwarded directly to a department other than Accounts Payable, payment could be delayed.

# Document Preparation

Accounts Payable is part of a multi divisional scanning, indexing and imaging system. The following procedures should be followed when submitting documentation.

1. Any documentation smaller than 8 ½ by 5 ½ (one-half page) must be **taped (not stapled)** to a piece of paper that is 8 ½ x 11.
  - If the receipt is longer than 11", cut the receipt in to segments that will fit on an 8 1/2 X 11 piece of paper.
  - If the Document is larger than 8 ½ x 11, it should be reduced if possible, while still being legible.
2. The top and bottom must be taped down to ensure the documentation processes through the scanning equipment correctly.
  - Place tape carefully on the documentation, as certain types of ink will disappear if tape is placed over it.
  - Keep a copy of all receipts made before taping, in case the ink disappears.
  - **Do not** tape receipts on top of other receipts. Every receipt must be completely visible.
3. Accounting forms must be printed on white paper (no colored paper).
4. Accounting forms should be printed using black ink only.
5. Use only **1 staple** at the top left of the form. If one staple will not hold the document, use a paperclip or binder clip to hold the papers together.
6. Use **Yellow Highlighters only**. Highlight only what is necessary.