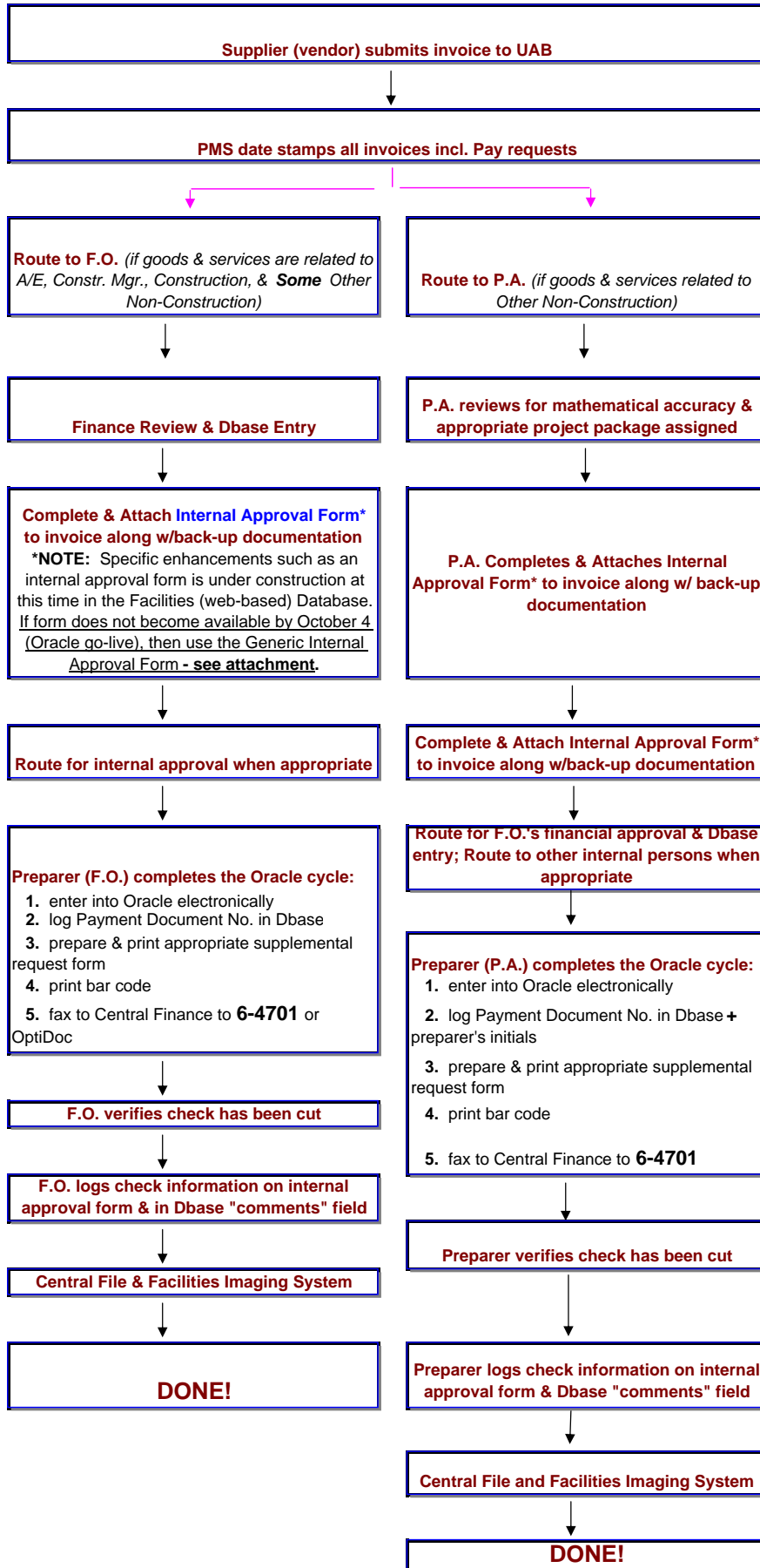


Facilities Internal Procedures for the Approval & Payment of **Non-PO** Invoices



F.O.: financial officer

P.A.: project assistants

F.O. examples: Engineering Firms (i.e.: Bhate); Architectural firms (i.e.: CUH2A); BCIA; Pay Requests; Turner Services; D&D Mechanical; Construction Manager (i.e.: Boyken);

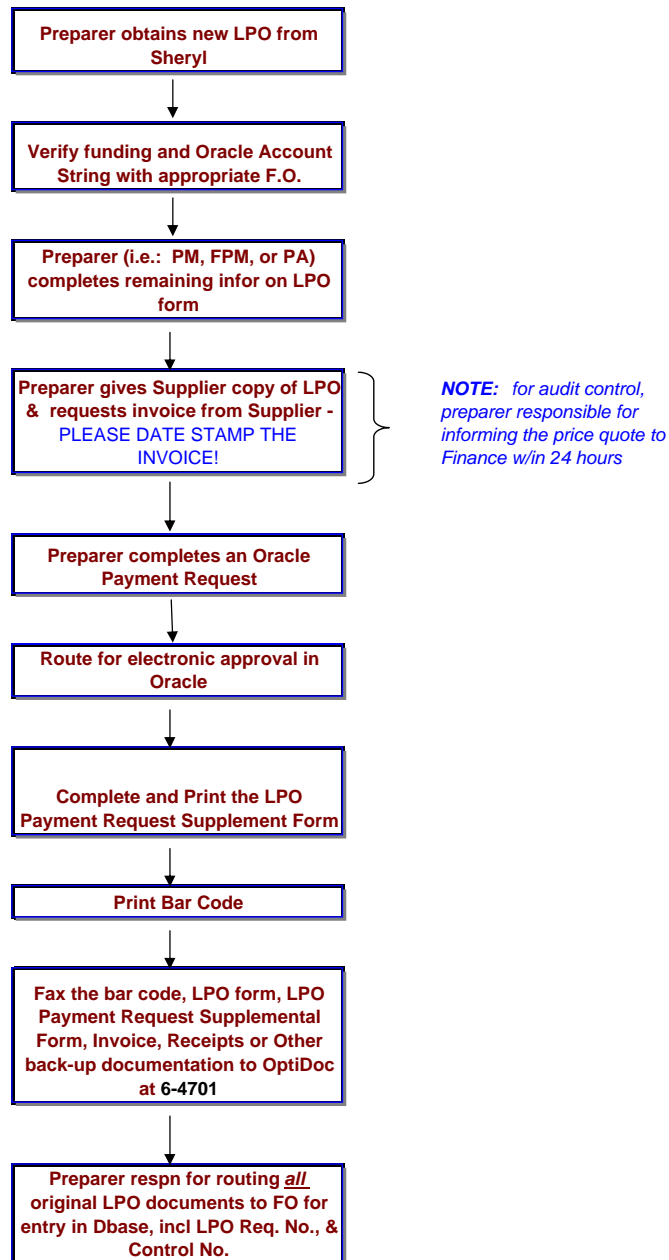
P.A. examples: UPS; Nextele; Alabama Graphics; Rolly Poly; FedEx; Staples, etc.

i.e.: check no., date, and initials

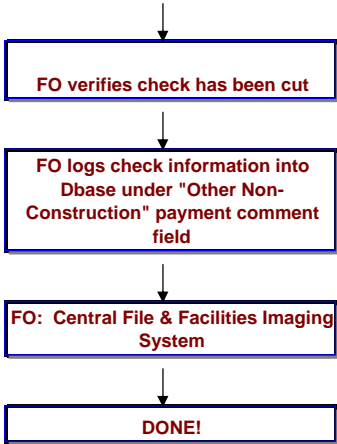
Facilities Internal Procedures for Issuing & Paying an LPO [for Capitalized Projects Merchandise Only]

General Information

- Guidelines:** Adhere to University LPO Guidelines - [see attachment](#)
- * PA:** will issue either a "blanket" for office supplies or "emergency" LPOs for non-projected related items. (NOTE: secure authorization form F.O., Finance Dir., and PMS Dir.)
- * PM and FPM:** will issue LPOs for project related expenditures under \$1,999.99 (i.e.: business meals, job-site crisis, etc.)
- Keeper of LPOs:** Sheryl Blackwell (back-up Marlo)
- Old LPO forms:** Invalid as of September 24, 2004; [Return all old LPOs to Purchasing Dept. to be destroyed IMMEDIATELY!](#)
- New LPO forms:** Effective after September 24, 2004
-



Facilities Internal Procedures for Issuing & Paying an LPO
[for Capitalized Projects Merchandise Only]



Please Note: The vendor will No Longer submit their invoice to Accounts Payable. It is the department's responsibility to submit invoice for a payment request in Oracle.

Facilities Internal Procedures for Approval & Payment of POs

(specific to Project Management Services)

Preparer verifies funding & account string w/F.O.



Complete internal approval form



Complete the Oracle Cycle:

1. Preparer enters requisition for a request of supplies
2. Requestor is informed by email of approved PO requisition & PO number
 - 2a. Requestor (usually FO) enters info. Into Dbase.
3. Requestor receives a "notification to pay invoice" by due date
 - 3a. If you want the supplier to be notified by fax or email, the supplier's fax number and email address must be in the Oracle supplier's inquiry - **RESEARCH THIS INFO B/4 ISSUING PO REQUISITION.**
4. Supplier submits invoices against PO to Requestor for approval and payment; Requestor enters invoice info in Dbase.
5. At this time, original "preparer" submits in Oracle for final payment.

NOTE: In theory, if invoices are submitted to Accounts Payable for payment, those PO invoices < \$10,000 will pay automatically within 10 days if no response (i.e.: PAY or HOLD) from requestor is noted in the "notification to pay" module.

- 1a. Set requestor to assigned F.O. in the preferences field
- 1b. Include "FFM" code.
- 1c. If goods are to be delivered to a site other than your campus address or receiving department, please **add an attachment "to the supplier" w/specific instructions of delivery location**
- 1d. Add attachment "to the supplier" to indicate appropriate UAB Project No. and PO Document No. on invoice
- 1e. Only one supplier per requisition
- 1f. Attach other additional information such as second price quote to the "entire PO requisition"



Preparer logs check information into Dbase under "Purchase Order" payment comment field

} i.e.: check no., date, and initials



Central File & Facilities Imaging System



DONE!

Please Note: (1) FFM goes where? Terry Justice will check with Steve LaFoy to confirm (2) Check charge FPM