

## COMMON BUSINESS OFFICE PROCEDURES/PRACTICES

**REQUISITIONS** for checks, purchase orders and reimbursements may be delivered through campus mail or directly to the Business Office. If hand-delivered, please use the mailbox to the left of the door to our office or deliver to the Administrative Assistant. They will then forward the items to the appropriate Business Office employee for processing. Requisition and other miscellaneous forms may be downloaded from the following A.U. website:  
<http://www.anderson.edu/business/downloads.html>.

**CHECKS** to vendors and **EFT distributions** to individuals are processed weekly. Requisitions must be received by 5:00 p.m. on Tuesday. Checks will be available after 1:00 p.m. on Friday and EFT deposits will be available by Friday at 8:00 a.m. All requisitions must have an address for the payee/vendor. Vendor invoices are paid 30 days from date of invoice on the appropriate Friday. Unless otherwise communicated, checks will be released within five business days of the date processed.

Requisitions for compensation to individuals currently employed or individuals paid through payroll within the calendar year will be processed through payroll. Such requisitions are to be submitted to Human Resources at the time payroll certifications are due. Please note that EFT direct deposit via bank records on file with Human Resources is the method of payment for all Anderson University employees (faculty, staff and students).

Requisitions for compensation for individuals that will not be paid through payroll must include a social security number and address for the individual. In addition, we may require that the individual complete an IRS form W-9 or W-8BEN before payment is remitted. If this is the case, the Business Office will determine whether this information is required and will notify the department requesting payment.

**UNIVERSITY CREDIT CARDS** are the preferred method of payment for departmental purchases and travel expenses. They eliminate the need for cash advances and petty cash reimbursements and should be used whenever a credit card is an acceptable payment option. University credit cards are available to all employees with purchasing or travel responsibilities. Please contact the Administrative Assistant (x4001) or visit <http://www.anderson.edu/business/downloads.html> to request a University credit card application. Please remember to use your University tax-exempt certificate on all purchases to avoid paying Indiana state sales tax. For guidelines on using University credit cards, please review the attached Business Office documents: *Anderson University Credit Card Policies and Procedures* and *Credit Card/General Purchasing Reminders*.

**PURCHASE ORDERS** are printed each Tuesday and Thursday. In general, please obtain a P.O. number for any large-dollar purchase for which you cannot use your University credit card. When your items are received, sign the yellow copy of the purchase order and forward it to accounts payable. All invoices should come to accounts payable but should your department receive an invoice, simply forward it to the attention of Carole Freeman (ext 4117).

**CASH** being deposited or returned should be delivered to the Mail Center/Cashier Window during the hours of 9:00 a.m. – 4:00 p.m., Monday through Friday. After-hour deposits may be placed in the drop box located below the Mail Center/Cashier Window. Cash should not be delivered directly to the Business Office. Due to limited cash held at the Cashier Window, the daily cash withdrawal limit is \$100 unless prior arrangements have been made with the Cashier.

**PERSONAL EXPENSE REIMBURSEMENTS and/or CASH HOLDS** are delivered via EFT. Cash requisitions to University faculty, staff, or students should include their name and ID number; cash requisitions to non-University related individuals should note their SSN and address. As with University checks, requisitions must be received by Tuesday at 5:00 p.m. for distribution of funds into the individuals' accounts on Friday of that same week.

**QUESTIONS FROM VENDORS** concerning payments or invoices should be directed to Carole Freeman in accounts payable (x4117).

**QUESTIONS CONCERNING BUDGETS** and budget activity (payments/deposits) should be directed to Rita Teeters (x4001) and Vanessa Tijerina (x4115). Budget information is available to be viewed via "Budget Lookup" on-line at <http://www.finance.anderson.edu>. Please contact Vanessa Tijerina if you are interested in receiving training or access to this system.