Paying a Lecture/Performer

- Fill out Lecture or Performance Agreement. Lecturer/Performer must sign contract.
- KSU representative must sign contract.
- Complete Routing Form. If > $5000, Procurement must sign. HR must approve ANY individuals. International Tax Specialist must approve ANY foreign nationals.
- Any changes to a pre-approved template must be approved by Contracts Office. Signed Agreement must be submitted to Contracts Portal prior to event.
- Complete OwlPay request and attach supporting documentation (i.e. flyer for event, list of attendees, routing form, lecture/performance agreement, etc)

Sufficient Supporting Documentation

- **Buying a Product**
  - Detailed/Itemized Receipt or email confirmation of an online purchase. Method of payment and description of good/service must be stated.

- **Paying a Performer**
  - Completed Performance agreement clearly stating what they are doing, when and payment amount. Contracts are signed and have HR approval on ALL individuals.

- **Purchasing supplies for a project**
  - In order to pay the company, a numbered invoice from the vendor clearly stating what was purchased, the price, date of delivery and remit to address is required.

- **Purchasing food**
  - A Food Documentation Form must be completed, signed and submitted with all food purchases.
  - All payment submissions must include:
    - Receipts for all food purchases for the event or meeting.

- Information about the event
- Full list of attendees
- Registration fee document
  - All employee group meals must be submitted to compliance@kennesaw.edu prior to the date of the event to obtain authorization from the President.
  - All purchases paid with an agency fund or grant must have written pre approval.

**PAYING AN INVOICE FROM A PO**

If you receive an invoice from a vendor that references a P.O. give your approval by signing the invoice and then send to A/P to pay. No OwlPay requisition needs to be created to pay.

**PAYING AN INVOICE WITHOUT A PO**

Invoices that do not necessarily need P.O.’s are paid via OwlPay. OwlPay is a web-based system used to submit certain exception payments that do not require a P.O. Attach a copy of the invoice and all required backup to the request. You may receive an email from A/P if they receive the invoice first.

OwlPay may be used to pay: Lecture or Performance agreements <$2,500, membership dues, subscriptions, intercompany payments, purchase not allowed via P-Card and small value payments (<$2,500) within department’s delegated authority.

**DESKTOP RECEIVING IN PEOPLESOF**

ePro requestors have access to desktop receive items that they have ordered through the Marketplace. Once the department has physically received the items they must be received in PeopleSoft. A guide for desktop receiving can be found on the OPC web site under eProcurement Job Aids.

**SETTING UP A VENDOR**

Have the vendor complete a Supplier Authorization form and submit per the instructions on the form. All vendors are managed by USG Shared Services and set up is usually completed with 2-3 business days.
Contract Compliance

Effective January 16, 2018, contracts will no longer be accepted through contracts@kennesaw.edu. Contracts must be submitted for review and approval before being signed using the online Contract Submission Form, with the exception of pre-approved templates. Once submitted, the contract will be issued a KSU contract number and the review process will take place.

Once all parties have signed the contract, you must provide a copy of the contract to the Contracts Office. Please e-mail it to contracts@kennesaw.edu or send it via inter-office mail to the Contracts Office, MD 9110. Please visit the Contracts Office website for more information.

http://fiscalservices.kennesaw.edu/contracts

All vendors should be instructed to send invoices to:

Kennesaw State University  
Attn: Accounts Payable  
3391 Town Point Dr.  
MD 9110  
Kennesaw, GA 30144  
Email: vendor@kennesaw.edu

Who to call:
- Send an email to vendor@kennesaw.edu
- Call the AP Hotline 470-578-2990
- The department's Business Manager

Questions?
Send an email to:
vendor@kennesaw.edu