

## 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 a Payment 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](mailto: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 preapproval.

## 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 Accounts Payable to pay. No Payment Request requisition needs to be created to pay.

If you receive an email asking for approval to pay an invoice referencing a P.O. respond to the email indicating whether the goods/services have been received and it is okay to pay.



## PAYING AN INVOICE WITHOUT A PO

Invoices that do not necessarily need P.O.'s are paid via Payment Request. Payment Request 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.

Payment Request 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 PEOPLESOFT

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.



## VOUCHER CORRECTION FORM

This form is to be used to correct a voucher already processed in PeopleSoft. Approvals must be received and supporting documentation attached. Forward to Accounts Payable for processing. Form is found under the Forms link on the Fiscal Services – Accounts Payable website.

## VOID AND REISSUE REQUEST

Payments not received within 10 business days may be reissued to the vendor. Fill out a void and reissue request from the Forms link on the Office of Fiscal Services website and submit to OFS. After verification that the check has not been cashed, a void and reissue will be completed. A payment cannot be voided until 10 business days after the payment was originally issued.

### SALES TAX

KSU is a tax-exempt organization. No sales tax is paid on purchases of products for use by the University. Sales tax may be reimbursed to individuals if the tax-exempt form is denied. The tax-exempt form is under the Forms link on the Fiscal Services – Accounts Payable website.

### PURCHASES PROHIBITED

Alcohol, gifts and some food. Check out <http://fiscalservices.kennesaw.edu/procurement/policies-procedures.php> for guidelines on all purchases.

### MEMBERSHIP DUES

No membership dues can be paid to a chamber of commerce using general operating funds. Membership dues for individuals are normally not allowable. Check with your assigned AP partner or AP management for rules and regulations.

### Contract Compliance

Effective January 16, 2018, contracts will no longer be accepted through [contracts@kennesaw.edu](mailto: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](mailto: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>

#### Who to call:

- ❖ Send an email to [vendor@kennesaw.edu](mailto:vendor@kennesaw.edu)
- ❖ Call the AP Hotline 470-578-2990
- ❖ The department's Business Manager



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](mailto:vendor@kennesaw.edu)**



## Accounts Payable POCKET GUIDE

*Helpful Information  
For KSU Employees*



Questions?

Send an email to:  
[vendor@kennesaw.edu](mailto:vendor@kennesaw.edu)