

ACCOUNTS PAYABLE PAYMENT REQUIREMENTS

Checks are generated on Monday's and Thursday's. Payment requests should be in the accounts payable office by 10:00AM the day prior, with the required backup paperwork attached. (Holidays may change this schedule)

Type of Payment	Account #	Authorized signature for account number charged	Requisition/ Purchase Order	IRS W-9 form	State of Iowa CER form for any sole prop/partner business or any individual	Original <i>itemized</i> invoice showing total amount due	Itemized travel expense voucher	Business explanation (date, location, topic/agenda for meals)	Proforma invoice or catalog pg showing vendor prices	Itemized estimate if greater than \$500
Dues/subscription renewal	X	X		X	X	X		X		
Honorarium	X	X		X	X			X		
Labor for service, repair, install, etc.	X	X		X	X	X		X		
Prepayment	X	X		depends on type of prepay	depends on type of prepay	X		X	X	
Registration fee	X	X		X	X	X		X		
Reimbursement of meals/groceries/ supplies/equipment	X	X				X		X		
Reimbursement of travel	X	X				X	X	X		
Supplies, material, equipment purchase from vendor	X	X				X		X		
Restaurant charges	X	X		possible if charges is catering	possible if charges is catering	X		X		
Travel advance*		X						X		X

*May be submitted via e-mail. Please carbon copy 1 or 2 other A/P staff members to allow for absences.