Accounts Payable Procedures

Administered by Accounting Office
(Updated 8/1/15)

CONTACT:
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Note: This Accounts Payable Procedure refers to various other documents most all of which can be found online at:
www.wallawalla.edu/Accounting

1. Check Requests
2. Expense Reports & Convention Allowances
3. Invoices/Credit Memos/Statements
4. Subscriptions/Memberships
5. Purchasing Cards
6. Check Processing
7. Honorariums

Check Requests:
Check Request forms should be filled out for non-employee reimbursements, honorariums, and when no other documentation is available. For WWU employee reimbursements please use a Reimbursement Request form. For WWU student Club reimbursements please use the Club Reimbursement Request.

Expense Reports & Convention Allowance:
See Travel Policy

Invoices, Credit Memos, & Statements:
- Invoices will either be sent to you by Accounts Payable via email or mailed to you directly from the company from which you ordered. Invoices received by A/P are sent out to departments within 24 working hours from the time we receive them.

  If you need to have an original contract or other document sent with the check and don't wish to sign on it then you may photocopy the original and sign on it instead. Send the photocopy and the original to our office and the original will be sent with the check.

- It is very important that we also receive all credit memos that are mailed directly to your office so that our accounts remain in balance with the vendors' records. Please treat them as you would a regular invoice.

- When you receive statements, please forward them directly to Accounts Payable. They do not need to be coded or signed.
Subscriptions & Memberships:
If possible, pay for your subscriptions with your WWU Purchasing Card. If you wish for Accounts Payable to send a check, please photocopy the subscription renewal form and use the copy to authorize and assign an account number, then send both to Accounts Payable. Please do not sign directly on the payment stub since it needs to be sent in with the check.

Faculty memberships must be signed by the department and by the VP of Academic Administration.

Staff memberships require only departmental approval.

Purchasing Cards:
- Purchasing Card Use Policy
- Purchasing Card Agreement

Additional instructions are available for logging into your purchase card account. These instructions are not published online but can be obtained by contacting Accounts Payable.

Walla Walla area hotels: WWU has discounted rates available at the Holiday Inn Express, the Marcus Whitman Hotel and the Hampton Inn. Whenever possible, you should pay with your WWU Purchasing Card in order to make reservations for your guests. You must also give the hotel your name and department. They should know this and ask at the time reservations are made.

Check Processing:
- Weekly Check Run
  Checks will be processed every Thursday for all invoices that have been received by noon on Wednesday. Checks for invoices marked “hold for pickup” will generally be available for pick up every Friday morning from 8am-12pm at the Cashier Desk. Please call Accounts Payable should you find an invoice on Thursday morning that needs to be paid that same day. Unless other arrangements have been made, any requests submitted after noon on Wednesday will be paid at the next scheduled check run.

- Emergency Checks
  Emergency checks can be processed at any time. However, they create significant extra work for both Accounts Payable and other administrative areas so please plan ahead in order to keep emergency checks down to a minimum. In order to initiate an emergency check, please contact the Accounts Payable at x2236 or Controller’s office at x2104.

Honorariums:
Honorariums for WWU employees (faculty, staff or students) will need to be processed through the Payroll Office using object code 713501. Honorariums for those not employed by WWU should be charged to object code 761500 and MUST INCLUDE a current MAILING ADDRESS and SOCIAL SECURITY NUMBER to meet IRS requirements.