Processing a Payment Request (PREQ)

- Goods and services are received by the Department.
- Vendor issues an invoice to the Department or receives from the Business Office.
- The Department takes action:
  - Reviews the invoice for accuracy.
    - Description of goods and/or services are properly listed
    - Number line items to match PO
    - Verify the invoiced amount
    - Checks for
      - Invoice Number
      - Invoice Date
      - Customer Number
      - Remittance Address
  - Certifies that goods and services are received.
    - Writes one of the following phrases as appropriate on the bottom left corner of the invoice giving at least a ½ inch border around (so the scanner picks it up):
      - “Goods received: XX/XX/XX” ***
      - “Services received: XX/XX/XX” ***
    - Signs by the date
  - Write the PO number on the invoice or post-it note
  - Forwards invoice to the Business Office for further processing
  - Business Office approves the PREQ

***Determining goods/services receive date:
- Goods: Actual date received
- Airfare: Date of purchase
- Registration fee: Date of purchase
- Services: Date of work completed
- Services for a period of time: beginning or end of service period depending on the invoice billing in advance or in arrears
  - Subscriptions, copier services, alarm monitoring services, etc.
  - Example: Xerox March 2016 bill in advance; Date = 03/01/16
  - Example: Xerox March 2016 bill in arrears; Date = 03/31/16