

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