I. Purpose & Overview
The purpose of this document is to provide campus users with sufficiently detailed information to complete Invoice Payments in accordance with University policy and central administration requirements. Invoice Payments are used to pay a non-employee or supplier for goods or services.

II. Procedure

1) Process Flow

2) Definitions

   a. **Invoice Payment**: A request initiated through OFC to pay for goods and/or services from a non-employee individual or entity that cannot be paid for with the P-Card. This process is for goods already received and does not include payments to Independent Contractors.
      i. **Standard**: Requests for payments for goods and/or services provided to the university by suppliers/non-employees for which no purchase order has been issued.
      ii. **Refunds**: Requests for reimbursements to non-employee suppliers and non-credit students.
      iii. **Honorariums**: Requests for payments to a non-employee for a gift, honorarium, and/or other non-salary award.
      iv. **Participants**: Requests for payment to non-employee participants of research studies and trials.
      v. **Non-Employee Reimbursement**: Requests for reimbursement to a non-employee for expenses related to university business. i.e. Candidate reimbursement.

   b. **Supplier**: A non-employee individual or entity.
c. **Distribution Combination**: Indicates the funding source used to pay each line item on an Invoice Payment and includes fund, department, cost center, account, supplemental, and project segments.

d. **Requester**: Indicates the employee requesting the payment and drives standard approval workflow. This may be different from the employee entering the transaction.

e. **POET**: Indicates a restricted funding source used to pay the specific line item on an Invoice Payment. It will include a project, department, account, and task number.

3) **Requirements**

a. **Invoice from Supplier**
   
i. **Invoice Number**: Enter number located on Invoice received from Supplier. If the supplier invoice does not include an invoice number, refer to the Invoice Number Convention resource.

   ii. **Business Purpose**: Enter pertinent information to support the reason for the payment (who, what, when, and why).

   iii. **Amount**: Enter the total invoice amount.

   iv. **Supplier**
      
      (1) **Existing Supplier**: Select appropriate supplier in the system.
      
      (2) **New Supplier**: The Substitute W-9 should be emailed to apsuppliers@boisestate.edu. Invoices cannot be entered until the Supplier is setup in the system.

v. **Attachments**: Documentation should be attached at the top of the Invoice Payment.

   (1) **Sensitive Information**: Never attach Social Security numbers, bank accounts, and other sensitive information to a transaction in the system. Please redact this information prior to attaching.

   (2) **Invoices/Receipts**: Upload all relevant invoices and/or receipts for direct payment to a Supplier.

   (3) **Forms**: Upload forms applicable to the specific transaction according to policy requirements.

vi. **Invoice Lines**: Enter funding source information for the transaction. Each line of an Invoice Payment must have a funding source entered.

   (1) **POET**: Used to enter project funding sources.
      
      a. **Project Number**: Ten digit project segment.
      
      b. **Task Number**: 100002 for tagable assets, otherwise use 100001.
      
      c. **Expenditure Type**: Six digit account segment.
      
      d. **Expenditure Organization**: Five digit department segment.

   (2) **Distribution Combination**: This describes the funding source and should only be updated for non-grant funding sources. Each segment should be entered. If using split funding for the payment, add one summary line per Distribution Combination.
      
      a. **Fund**: Four digit fund segment.
b. **Department**: Five digit department segment.

c. **Cost Center**: Seven digit cost center segment.

d. **Account**: Six digit account segment.

e. **Supplemental**: Ten digit supplemental segment; enter zeroes if not used.

f. **Interfund**: Default to 0000.

g. **Project**: Ten digit project segment; enter zeroes if not used.

h. **Future1**: Default to 0000000000.

**b. Review & Payment**: Accounts Payable will review each Invoice Payment for compliance and approve, reject, and/or request more information about these requests.

i. **Invoice/Receipts**: Confirm all invoices and receipts are legible, itemized, and match the Invoice Payment lines.

ii. **Forms**: Confirm all required forms are attached according to university policy and procedure.

iii. **Supplier**: Confirm supplier record matches the invoice. Obtain updated Vendor Information Form, if necessary.

iv. **Approval**: Confirm all approvals are received.

**c. Approval Workflow**

i. **Funding Source Person**: The Invoice Payment will be electronically routed to the funding source person of the department segment entered for each Charge Account for compliance and budget review and approval.

ii. **Supervisor**: The Invoice Payment will be electronically routed to the supervisor of the employee that is entered as the Requester for strategic review and approval.

iii. **Principal Investigator (PI)**: The PI will be added to the approval workflow with project-funded transactions for review and approval.

iv. **Additional Approval Levels**: The Invoice Payment will be electronically routed to additional levels of approval for higher dollar amounts.

\[\begin{align*}
(1) \ >\$9,999 & : \text{Department Head, Chair, Director} \\
(2) \ >\$24,999 & : \text{Dean, Associate Vice President} \\
(3) \ >\$50,000 & : \text{Vice President}
\end{align*}\]

v. **Modifying**: Approvers are able to modify the approval workflow to delegate, reassign, or add approvers in the approval workflow according to department business process.

4) **Supporting Documentation**

a. **Invoice**: Provided by a Supplier/Vendor as a request for payment for goods and/or services provided. Invoices should be itemized and legible.

b. **Receipts**: Electronic documentation is considered the valid record. Receipts should be itemized, show proof of purchase, and be legible.

c. **Event Expense Summary**: Complete and attach this form in conjunction with payments related to meals, refreshments, and alcohol. Additional documentation requirements are included in the instructions on the form.

d. **Retreat Request**: Complete and attach this form to request payment for retreat related expenses.
e. **Non-Employee Reimbursement Request**: Complete and attach [this form](#) to request reimbursement to a non-employee for expenses related to university business. Additional documentation requirements are included in the instructions on the form.

f. **Substitute W-9**: Complete and email [this form](#) to apsuppliers@boisestate.edu with taxpayer identification number (TIN) for entities that expect payment as a supplier for the university. DO NOT ATTACH to the transaction in OFC.

g. **Contract/Agreement**: Written contracts and/or agreements approved by General Counsel for a Supplier. Sensitive information should be redacted prior to attaching to a transaction.

h. **Refunds**: Documentation showing receipt of payment including address to mail check. W-9 is not required documentation for refunds.

i. **Department-Specific Documentation**: Check with your business manager for additional department documentation requirements

5) **Best Practices**

a. Ensure the Requester and Funding Source are correct prior to submitting to ensure standard approval workflow is correct.

b. Ensure the Supplier Site selected in OFC matches the payment address from the supplier invoice.

c. Use keywords in the Business Purpose field to gather similar transactions in a search.

d. Attachments should not contain sensitive information such as Social Security numbers, banking or credit card account numbers, etc.

III. **Additional References**

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<thead>
<tr>
<th>Source</th>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Financials Cloud (OFC)</td>
<td>System</td>
<td>System used by Boise State employees to complete financial business related needs.</td>
</tr>
<tr>
<td>Event Expense Summary</td>
<td>Form</td>
<td>Used to comply with expenses related to Meals &amp; Refreshments and Public Relations &amp; Alcohol policies.</td>
</tr>
<tr>
<td>Retreat Request</td>
<td>Form</td>
<td>Used to comply with expenses related to Retreats policy.</td>
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<tr>
<td>Non-Employee Reimbursement Request</td>
<td>Form</td>
<td>Used to comply with expenses related to reimbursement of non-employee entities.</td>
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<tr>
<td>Substitute W-9</td>
<td>Form</td>
<td>Used to comply with IRS requirements for paying employee and non-employee entities</td>
</tr>
<tr>
<td>Creating and Submitting Invoice Payments</td>
<td>Training</td>
<td>This tutorial will guide you through creating and submitting a Standard Invoice Payment.</td>
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<tr>
<td>Reviewing and Approving or Rejecting Invoice Payments</td>
<td>Training</td>
<td>This tutorial will guide you through approving or rejecting Purchase Invoice payments.</td>
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<td>Reviewing Invoice Payment Status</td>
<td>Training</td>
<td>This tutorial will guide you through reviewing the status of a submitted Purchase Invoice Payment.</td>
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