Bowdoin

Accounts Payable Voucher Instructions

Purpose: To be used when requesting payment for a vendor and/or reimbursement to a student. Please do not use this form for EMPLOYEE expense reimbursements; these expenses should be submitted through Workday Expenses. (Note: This form is not required when submitting a vendor invoice.)

Check Run Cycle: The Controller's Office prints checks each Thursday morning. As a general rule, vouchers received by Monday, 5:00pm will be included in the payment run. Note: This could be delayed if questions surface related to policy processes such as an I/C review or adequate funding.

Direct Deposit: Payments made to employees for non-Workday expense reimbursements will be directly deposited into their "primary" payroll bank account unless otherwise requested (exception basis only). Payments made to students will be directly deposited if he/she maintains an active direct deposit record within Workday. Although, not required, direct deposit is recommended.

Instructions: The Accounts Payable Voucher can be obtained on the Finance/Forms web page. Please complete the form as detailed below:

- **Payment to:** Enter person/vendor who should receive the payment.
- **Street, City, State/Zip:** Enter mailing address. (Please complete full address even if you request the check to be returned to you as the Accounts Payable system requires an address.)
- **SU Box:** If the payment is for a student, enter his/her Student Union box number.
- **Payee is a(n) – (check all that apply):** Check the box that applies (e.g., Employee, Student, Outside Vendor, etc.).
  - **Important:** If the payee is not a US Citizen/Company, please contact the Director of Payroll and Accounts Payable in the Controller's Office prior to finalizing the arrangements. She will assist you through the VISA / Glacier Tax Compliance process. **THE PAYMENT "CANNOT" BE PROCESSED UNTIL THIS STEP IS COMPLETE.**
- **Payment is for a(n) – (check all that apply):** Check the box that applies (e.g., Product, Reimbursement, Refund, etc.).
  - **Important:** In order to comply with IRS regulations, the College must have a completed Form W-9 before we can process a *1099 reportable* payment to a vendor. A payment is *1099 reportable* when a service has been provided by an individual or unincorporated business. A blank Form W-9 can be located on the Finance/Forms web page.
- **Account:** Enter the four digit account number; you can obtain a listing of available accounts on the Finance/General Ledger web page.
- **Project:** Enter the six digit project number; you can obtain a listing of available projects on the Finance/General Ledger web page.
- **Amount:** Enter the requested amount; the amount must be referenced within the supporting documentation.
- **Explanation of Payment (attach supporting documentation):** Enter the purpose of the payment; attach all supporting documentation such as signed contract, letter/email, registration form, receipts, Authorization for Payment form) Note: This form is not necessary when a vendor provided an invoice.
  - **Important:** An AP Voucher will not be processed without adequate supporting documentation.
- **Total Payment:** The form will auto calculate the Total Payment.
- **Date:** The form will auto fill the date and time.
- **Payment Processing Instructions:** Check the applicable box and enter the date needed.
  - **Important:** Please factor in the check cycle (as detailed above) when determining the "need date".
- **Prepared by:** Enter your name.
- **Department:** Enter the department name and student organization, if applicable.
- **Authorized by:** Only certain individuals have the authority to charge expenses to a Project. These are usually department heads, budget managers or others associated with the Project.