

Finance and Administration Tip Sheet

Q. Who and where is Accounts Payable?

- A. Sobrato Building.
Elizabeth Hawley, A/P Supervisor
Caroline Chang, A/P Accountant Lead
Mary Manriquez, Staff Accountant

Q. When are invoices paid and what is the process?

- A. Check runs are conducted every Thursday. The deadline for submitting all requests for payment is the **FRIDAY** prior to the Thursday check run. Any requests submitted by this firm deadline will be processed and available on Thursday after 3:00 PM. Any requests received after this deadline will be processed the following week. If a check request is received after the deadline and payment to the vendor is urgent, approval must be given by the CFO. **Only original receipts will be accepted.** Check request forms can be found in: <http://webinfo.ndnu.edu/forms/Check/Petty Cash Request>.

Note – Invoices must have proper approval & new vendors need to supply a W9 before they can be paid. We are on July – June fiscal year, so all invoices must be submitted by June 30.

Q. What are the Signing Authorities?

A.

Title	Maximum Signature Limit *
Budget Manager	\$5,000
Director	\$10,000
Deans/Librarian	\$10,000
VP's/Provost	\$25,000
CFO and President	over \$25,000

**Signature levels denoted for each position should be used as a guideline only; a position should not automatically receive authorization for a specific signature level.*

Q. How do I get reimbursed for Out of Pocket expenses?

- A. Please submit a check request along with your receipts to AP and we will reimburse you. You can access URL: <http://webinfo.ndnu.edu/forms/> to download Travel Expense and Check/Petty Cash Requests forms.

Note - This form must be filled out in its entirety including employee ID# and current mailing address in order for payment to be processed.

For expenses less than \$100, cash will be received the same day. For those expenses greater than \$100, a check will be issued the following **Thursday after 3:00 PM**. Check requests must be turned in the Friday prior to Thursdays check run and signed by your supervisor. Original receipts must be attached to the check request.

Q. How do I get reimbursed for mileage?

A. Mileage can be recorded on the travel reimbursement form located <http://webinfo.ndnu.edu/forms/>. The mileage rate is updated annually in conjunction with IRS guidelines. A map must be submitted along with the travel requisition form or payment will be delayed. Maps with directions can be obtained either from various sources including MapQuest or Google Maps. (Note – the company visa card is not to be used at gas stations.)

Q. What is Notre Dame's Travel Policy?

A. Our Domestic Travel Policy is located in <http://webinfo.ndnu.edu/forms/>. Please familiarize yourself with our travel policy prior to business travel.

Q. How do I apply for a company Visa card?

A. Go to <http://webinfo.ndnu.edu/forms/> Business Services and fill out the Visa Application and NDNU Cardholder Agreement and send to AP for processing. Once these forms are submitted, it will take 5-7 business days to receive your visa card.

Q. Who are the Visa card administrators?

A. Caroline Chang – 508-3567
Elizabeth Hawley – 508-4178
Emiko Yamada – 508-3749

Q. What is the process for reviewing my monthly Visa card statement?

A. Around the 4th of the month, you will be receiving your monthly statement via e-mail. Reconciliations and approvals must be completed on-line by the 12th of the month prior to our download into the G/L. Statements and corresponding receipts need to be turned in to Accounts Payable by the 14th of the month.

Q. How should I submit my receipts?

A. Original receipts must be taped on 8 ½ x 11 sheet. This prevents separation of receipts from the statement. For auditing purposes, original detailed receipts are mandatory.

In order to comply with IRS guidelines, itemized original receipts must be submitted along with a brief description of the business purpose. Statements missing this information will not be accepted and returned to the cardholder.

Q. What do I do if I lose my receipt?

A. Once every effort has been made to obtain a copy of a receipt from the vendor, a Lost Receipt form can be submitted in lieu of the receipt for those purchases less than \$100. This form can be found in <http://webinfo.ndnu.edu/forms/> Lost/Missing Receipts.

Q. What is considered capital?

A. Those expenditures greater than or equal to \$1,500.00 must be charged to a capital account ending in 58XXX. Assets are defined as Capital Equipment when the following three criteria are met:

- Must cost \$1,500 or more per unit
- Must have useful life of more than one year,
- Must not be affixed to the building or structure (example, an air conditioner that can be removed would be classified as capital equipment, but paying for ducting and vents and installing them into the roof/ceiling, etc. would be a facilities project, and not equipment because the building had to be modified.)

Q. How do I obtain NDNU stationary?

A. NDNU generic stationary (Letterhead, #10 Regular Envelopes, #10 Window Envelopes and 10 X 13 Booklet Envelopes) are available to be picked up in Central Services located in the Ralston Hall Mail Center on the 1st floor between 8:30 AM to 5:00PM.