

Accounts Payable Tip Sheet

Q. Who and where is Accounts Payable?

A. St. Mary's Rooms 101 and 105
Elizabeth Hawley, A/P Supervisor
Caroline Chang, A/P Accountant Lead

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.**

Note – Invoices must have proper approval & new vendors need to supply a W9 before they can be paid. We are on a 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	\$1,000 - \$5,000
Directors	\$1,000 - \$5,000
Deans/Librarian	\$10,000
VP's	\$25,000
CFO/ President/Provost	over \$25,000

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

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

A. Through Paycom

Q. How do I get reimbursed for mileage?

A. Through Paycom
(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 [Employee Resources at Notre Dame de Namur University \(ndnu.edu\)](https://www.ndnu.edu/employee-resources). Please familiarize yourself with our travel policy prior to business travel.

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

A. Go to [Employee Resources at Notre Dame de Namur University \(ndnu.edu\)](https://www.ndnu.edu/employee-resources) Accounts Payable Forms 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 itemized 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 [Employee Resources at Notre Dame de Namur University \(ndnu.edu\)](https://www.ndnu.edu/employee-resources) Lost/Missing Receipts.

Only one missing receipt form per request is allowed.

Q. What is considered a capital expense?

A. Those expenditures considered capital 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 improvements to a building such as roof repairs or painting would not be considered a capital expense.

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 Mail Center located in St. Mary's.