



ACCOUNTS PAYABLE
POLICIES & PROCEDURES

MOREHOUSE SCHOOL OF MEDICINE

FINANCE

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I. Purpose

The purpose of this policy is to establish policy statements, guidelines and procedures to effectively manage the Accounts Payable processes. It establishes procedures and practices for the purpose of goods and services as well as reimbursements to individuals as part as carrying out the school's business.

II. Objective

To be a guide of all timely and accurately recording of expenditures to ensure that vendors, faculty, staff, and students are paid accurately and timely.

III. Scope

This policy applies to all Accounts Payable at Morehouse School of Medicine.

General Policy

Payment by the Institution must be supported by a source document, which in most instances is an independent invoice and an approved purchase order or check request. The invoice represents confirmation from a third-party that a product or service was provided to the Institution.



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IV. Transactions Involving Purchase Orders

Accounts payable receives the appropriate documentation from the department indicating goods and services have been received. A three way match of the purchase order, invoice, and receiving document and reviewed and approved by Accounts Payable. Once approved by Accounts Payable a voucher transaction is included in the Banner System for payment.

V. Employee Reimbursement Requests

The Institution will reimburse employees for business expenses incurred as part of their job responsibilities or incurred while on MSM required travel. Employees request and submit all supporting documents for these expenses utilizing the web base expense reimbursement. These transactions are approved electronically by the department / division / unit head or designee. Once all the approvals have been made the document electronically passes to Grants and Contracts, Title III Administrators and Accounts Payable. Accounts Payable reviews the supporting documentation and approves the report for reimbursement.

VI. Process by preparing a Direct Payment Request

The electronic check request form should be completed for direct payments the completed approved form and supporting documentation should be emailed to Accounts Payable for processing

VII. Check Processing and Distribution

1. Checks are processed on Tuesdays and Thursdays and distributed on Tuesdays and Fridays by Accounts Payable. It is the general policy of A/P to mail checks to vendors within thirty days of invoice date. Expedited processing can be approved by the Controller or Accounts Payable Team Lead.
2. Accounts Payable mails checks directly to the vendors to maintain control over checks and to limit the additional time necessary for special handling. It must be clearly noted on the



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invoice when sent to A/P if a circumstance exists where the check should not be directly mailed from the Finance/Accounting Office. The Controller reviews and approves any exceptions to direct mailing.

3. If a circumstance exists where a copy of the invoice is required to be mailed with payment, this must be clearly marked on the invoice when sent to A/P. It is also the responsibility of the office forwarding the invoice to furnish a copy of the document that must accompany the payment. The invoice must remain in A/P.
4. All vendors are required to complete a W-9 prior to be added to the vendor file for payment. Any payments made to an independent contractor or an unincorporated vendor for services require the Institution to prepare and mail a Form 1099 after the calendar year-end.
5. Payments to non-US citizens cannot be disbursed prior to the receipt of a completed Foreign National Information Form certifying foreign status, and any other applicable documents.

VIII. Receiving Procedures

Goods are delivered directly to the requesting office. The requestor receives the goods and packing slip. After the goods or services have been received the packing slip should be signed indication receipt of goods and scanned and emailed to Accounts Payable Office.

- A. Partial Shipment: If you receive a partial shipment, mark the items received on your receiving report and date when received, photocopy the receiving report, sign and date the copy and send the copy to Accounts Payable. Send the original receiving report when all items have been received.
- B. Complete Shipment: If all items are received from the vendor, sign and date the receiving report and send the receiving to Accounts Payable.
- C. Sometimes the goods receives do not conform to the standard needed to do the job intended and need to be returned. The requestor should contact the vendor to inform them of the need to return and obtain a Return Authorization Number. The requesting



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office should repackage the goods and place the return address label on the package the package should be returned to the vendor. After the order has been received by the vendor notify the Purchasing Office and have the purchase order modified or voided.

When goods or services are ordered but not needed, the requesting office should contact the Purchasing Office staff to inform them of the need to cancel the order.

The purchase order generated will be closed / modified in the Financial Accounting System.

IX. Customer Service

Please contact the Accounts Payable Office at 404-752-1660.