



January 23, 2008

In response to requests by the Campus community, as well as the need for tighter controls on the Payment Request itself, the following changes to the Accounts Payable (AP) Payment Request will be implemented on 2/4/08:

Removal of the following categories on the Accounts Payable Payment Request:

- Advertisement
- Attorney's Fees
- Florists
- Lodging
- Membership/Dues
- Registrations
- Small vendors
- Subscriptions
- Taxi/Limousine Service.

All of these listed above may be handled on a Requisition/ Purchase Order with prepayment to the vendor if necessary. Please contact the Customer Care Team at customercareteam-pds@case.edu or 216-368-2560 with questions or special needs.

For those purchases listed above which are not related to Travel, the PCard is also a viable option. In addition to the standard Requisition/Purchase Order process, Lodging and Taxi/Limousine related expenses may be paid for on the T&E card or personal credit card and reimbursed as applicable. Purchase Orders may also be issued for these services both before and after the actual service. Please contact the Customer Care Team at customercareteam-pds@case.edu or 216-368-2560 with questions or special needs.

Other important modifications to the Accounts Payable Payment Request

- You will see an addition of **2nd line** on the **AP Payment Request** which must be signed by the Finance Director, VP, or Dean in your school or division on all **Payment Requests above \$10,000**. (The current custom AP Payment Request cannot encumber funds not does it contain a workflow authorization mechanism and is an ongoing challenge for this reason.) The AP Payment

Request will not be paid without this signature and will be returned to you for follow up.

- The signature on the existing "**Payee**" line on all AP Payment Requests **must be signed** by the Employee of the University for any AP Payment Request or reimbursement in the employee's name. The AP Payment Request will not be paid without this signature and will be returned to you for signature.

Effective 2/4/08, Accounts Payable will be authorized to process the following the Payment Request categories only :

When to Use the Payment Request (effective 2/4/08)

Cash Awards and Prizes to non University Employees (Awards to Employees must be paid through Payroll per HR Policy)

Honoraria

INS Fees/Visas

Insurance - Controllers Office Finance and Administration

License and Inspection Fees (Non-Software)

Payroll Advances (Payroll Office)

Payroll related disbursements (Originate in Payroll Office)

Petty Cash (Replenishment of Custodial Accounts)

Postage

Research Participants (Guidelines)

Scholarships to Students

Travel Advance (See [Travel Policy](#))

Travel Reimbursements (original receipts plus authorized Statement of Travel must accompany)

Please contact the Customer Care Team at customercareteam-pds@case.edu or 216-368-2560 with questions.