

Check Request and Inquiry FAQ

Why aren't checks returned to campus mail?

This was a business decision. Sending checks through campus mail does not allow for appropriate control over the checks.

Can vendors be individuals?

Yes, an individual can be a vendor. The individual can receive the check at home.

If you fill out a hard-copy petty cash form, where does the transaction number get posted?

The transaction number will be on the form after it is saved and printed. You must print this form and have it signed. You may not email the form.

What happens if you enter the wrong approver name?

You will have to fix your mistake. The system will not know you made a mistake.

Who has access to the inquiry pages?

AP personnel.

Who has the authority to cancel payment requests?

The person who entered the request.

Can an approver give permission to others to cancel payments?

Only the person entered the payment can cancel it.

Can an approver approve her/his own request?

Yes

Is a signature always required when submitting something to AP?

Yes

Is there a monetary limit when filling out a check request?

No

Can I fax a supply form?

Yes

Where do I pick up my checks if they no longer go through campus mail?

At the cashier's office or at AP.

Why do I need a separate requisition for every invoice?

It helps in deterring duplicate payment situations.

Who decides what accounts a person has access to?

That person's department.

What does the Pending status on a voucher mean?

It means AP has not yet received the backup copy.

Is a SSN needed for a reimbursement?

No

Can a check be cut w/o a vendor ID?

No

Where does approval occur?

On the check request form.

Who can deny a voucher?

The AP processor.

Can a person get paid if they are not a vendor?

No

When I submit a petty cash voucher, do I enter it into the system, or just provide a hard copy?

Just a hard copy.

Do I use the supplier form for honorariums?

Yes

Travel Form

How do I obtain travel reimbursement?

Fill out the Travel Reimbursement form found on the payment request page. Fill out the payment request page itself. Return both to the appropriate party.

What happens after I send, fill out and submit the payment request page?

Your request will be entered electronically, and AP will wait for you to provide a hard copy before they enter their portion into PeopleSoft.

Payment Requisition

What does 'scheduled payment on hold' mean?

It means the payment is being disputed.

Is an invoice number the same as a voucher?

Yes

When I fill out the travel reimbursement form or the petty cash form, do I still need to fill out the payment requisition online?

Yes