



Office of the Controller
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March 30, 2006

UNIVERSITY CONTROLLER'S MEMORANDUM #03, (2005-2006)

To: Deans, Directors, Department Heads and Fiscal Representatives

From: Tom Harrison, University Controller

Subject: Change in Receiving Procedures for Central Accounts Payable -
Negative Approvals: Invoices \$500 or Less

Delays in processing of vendor invoices and payments occur when goods and services are not receipted in a timely manner. A new procedure has been developed that will include an e-mail reminder to departments to receive goods that they have purchased in OMNI. We anticipate using the Negative Approval: Invoices \$500 or Less process for the purpose of expediting vendor payments only. The process is not a release of department responsibility in acknowledging receipt (receiving) of goods or services. Departments are expected to follow the established OMNI "receipting" procedure or contact the appropriate central Accounts Payable staff as to why the invoice should not be paid. Excessive use of the Negative Approval procedure may result in notification of same to department heads.

The new procedure is as follows:

Effective April 3, 2006, central Accounts Payable will implement a new process to pay encumbered invoices equal to or less than \$500. Requesters and requisition approvers will receive e-mail notification when an invoice \leq \$500 requiring payment has not been "received" in OMNI. This notification will place the item on worklists for the requester and requisition approver in OMNI. Departments will have five working days to either receive the item in OMNI or contact the central AP processor as to why the invoice should not be paid; otherwise, central AP will receive the item and process payment at the end of the five day window.

Please contact Linda Henker (644-9408) or Mary K. Parker (645-6594) should you have any questions.