Common Questions Most Often Asked of A/P

Q. When do I use the “Employee Travel and Expense” form:
A. To request reimbursement for *employee* travel and all other business expenses incurred by an *employee* only.

Q. When do I use the “Check Request” form:
A. To reimburse *vendors* for all expenses under $500.
B. *Student and/or non-employee* reimbursements – any amount.

**Exceptions for Check Request form - “any dollar amount”:**
Donations, Subscriptions, Honorariums, US Postmaster, Institutional Memberships (e.g. dues/fees), Registrations (e.g. conferences, seminars, etc.), Homeland Security, Human Resource Issues & Benefits, General Counsel (Legal) issues, Utility Services, Donations and Prizes.

Q. When are checks generated:
A. Mondays & Thursdays unless a holiday falls on these days. When this occurs checks will generate only once that week.

Q. When do Employee reimbursements get paid:
A. Payments generate with the bi-weekly payroll if enrolled on Direct Deposit. If not IIT terms are net 30 days.

Q. Can A/P checks be picked up?
A. All checks will be mailed directly from the Controller’s Office. Exceptions to this policy must be approved by the Controller.

Q. Will A/P include attachments as part of the check mailing?
A. Only if an “additional copy” has been attached and marked to be mailed.
Q. Special Handling Instructions?
A. All instructions for pick-up must include name and extension and be put in the lower right hand box on the check request form.

Q. How do we handle a “prepaid” request?
A. Make sure you set up your Purchase Order in Banner and list (1) line for the deposit amount and line (2) for the remaining balance amount. When you need to make the “prepaid/deposit payment” just fill out a Check Request form and write “Prepay along with the PO#” in the section marked Description of Purchase/Expense and be sure to include the Purchase order number so payment gets paid against the PO and reduces the PO encumbrance.

Q. Can we set up a purchase order to pay a vendor and include a line to pay postage fees to the Post Office?
A. NO, You can’t set up PO for one vendor and pay another vendor. If the vendor is handling your postage charges you can pay the postage to your vendor from the PO.
Option: a “postage invoice only” must accompany a Check Request for payment being made directly to US Postmaster.

Q. What’s the turn-around time for a check to be generated?
A. Our check processing cycle is system generated. In order for checks to generate on Monday or Thursday, paperwork needs to be processed in Banner and invoice Approved by the department before the close of business on days prior to check run. (e.g. Wednesday or Friday). It is the responsibility of the department to follow through to see that this process has been completed. Note: If approvals are not done in a timely manner check will not generate until the next check run.
Q. What is the Active Pay Program?
A. To increase process efficiency and payment timeliness, we have recently introduced a new payment initiative to our vendors. Joining this program enables vendors to retrieve their payment directly from our PNC bank for a nominal transaction fee and IIT has set the vendor terms to net 15 days as an incentive. When doing business with new vendors you may want to suggest that they discuss this payment option with our purchasing department.