PAYABLE ACCOUNTING

For Your Info 🌈

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Forms available on “Payables” web site at:
www.purchasing.cmich.edu

* Non-Employee/Student Expense Reimbursement Form
* Invoice Voucher
* Change Fund Authorization & Change Fund Regulation Forms
* CMU’s Substitute Form W-9 / IRS Form W-9 / Instructions
* Missing Check Form
* OneNet Request Form (for Stop Payments, Check Inquiries, etc)

Several forms have been revised so please visit our web site and make sure
you are using the current version of each form. Thank you!

Common Problems That Delay Non-PO (NPO) and PO Payment Processing:

> Insufficient backup or no backup provided to support payment request
> Inappropriate contracting authority signature
> Initials or signature stamp used for “approval to pay” signature on voucher/invoice/contract
> Signed copy of contract not provided with payment request for services/labor/honorarium
> Document other than original invoice submitted for payment
> On-line Direct Delivery Form not processed for PO goods delivered directly to the department

***For more detailed information refer to Newsletters on the Payables web site at:
http://www.purchasing.cmich.edu/frametemp/payables_main.html, and select Issue #3.

NOTE - Turn-around time for processing “complete” payment requests is 7 to 10 work days.

** Form W-9 Required From Vendors for 1099-Reportable Payments**

CMU must report payments of non-employee compensation and other types of miscellaneous income, such as rents, prizes, copyright/license fees, etc. on Form 1099-MISC each year. The Substitute Form W-9 or IRS Form W-9 must be obtained from a vendor and submitted with payment request to determine if CMU must report certain payments made to the vendor. Both W-9 Forms are available on our web site at: http://www.purchasing.cmich.edu/frametemp/payables_main.html, under FORMS. For additional information see “VENDOR PAYMENTS-REPORTABLE OR NOT”, available on our web page at above link. Call our office at 3523 if you have questions regarding the W-9 Form.

Visit our web site at www.purchasing.cmich.edu, then select the Payables tab for the calendar of check run dates, payables forms, answers to Frequently Asked Questions, and other useful payables information. If there is other information you would like to see on our web site, please let us know😊