

BuyUSI

USI's Source
for
eProcurement



Procurement Post

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Invoices: Same Policy / New Strategy

New Policy Begins 9-1-15:

Invoices received without a PO will be returned to the vendor. Make sure you ask for a quote and process the order in BuyUSI for prompt payment.

Need help with an order?

Contact Tricia Tieken at our help desk, extension 1058 or email :
patieken@usi.edu

Have a new employee who will use BuyUSI or need a refresher course?

Contact Julie Weinzapfel at jweinzap@usi.edu to schedule a training session.

BuyUSI Q & A Sessions coming soon:

Look for Q & A sessions this fall scheduled through Outreach and Engagement

Procurement Services
<http://www.usi.edu/Procurement/>

Procurement Services has instituted a new strategy beginning September 1st for Invoices received without a PO already in BuyUSI. While the policy has not changed, the strategy for how to handle them has. All invoices should be sent directly to Accounts Payable at acctspay@usi.edu or mailed to PO Box 18158, Evansville, IN 47719. Any invoice received without a valid, current PO in the system will be returned to the vendor asking them to work with the ordering department to get a valid PO. Once a valid PO is in the system and sent to the vendor, the vendor will re-invoice referencing the PO number. Procurement will also contact the vendor letting them know our policy and keep a record of those vendors who continue to violate the policy. Repeat offenders may be deactivated in the system and not be allowed to sell to USI. According to Dan Martens, Director of Procurement Services, this new strategy will allow BuyUSI to be the one-stop shop it was designed to be. From the requisition stage to final payment, the process will flow seamlessly.

Direct Form Payments

There have been several questions pertaining to the use of the Direct Pay form. Accounts Payable originally planned to end the use of the direct pay form, however after working through their business processes, it was determined the Direct Pay form would still be used for the following type of expenses:

1. Student Organization Expense:
(Fund/Orgn for payment must be 84xxx-07020)
2. Travel Expense using account code 703xx:
(Excluding Travel Reimbursement Request Form)
3. Refund Expense:
Not reimbursement, Should always use account code 5xxxx
4. Any Expense using an account code 1xxxx, 2xxxx or 6xxxx

What are account codes and why are they important in BuyUSI?

Account codes identify the specific expense incurred by the department. They help to document what is being purchased, the nature of the expense (supply, service, repair, equipment,) or when or where an event will occur. Departmental budgets are prepared based on this specific information, so it is important to capture the information accurately. If you are unsure what account code you should use when processing a req in BuyUSI, you can use refer to the Expense Account Code Spreadsheet located on the Procurement website or reach out to your assigned accountant located on the Financial Managers Listing. Both may be found on the Procurement Services Website: <http://www.usi.edu/procurement/buyusi/financial-managers-listing-and-expense-account-code-guide>.

