

FINANCIAL AND ADMINISTRATIVE REFERENCE GUIDE

WHAT'S THE DIFFERENCE BETWEEN ACCOUNTS PAYABLE AND PURCHASING?

ACCOUNTS PAYABLE

Located in Levermore Hall, room 201, Accounts Payable is responsible for **processing payments** to vendors for the purchase of goods and/or services. Specific forms are available for the different types of payments. All payments must have a sustainable business justification with corresponding documentation. All payment requests must be properly authorized via signature by the Department head or Supervisor.

Accounts Payable provides the following forms, which are available for download on the [FARG](#) site:

- Academic Guest Speaker
- Check Requisition
- Foreign National Information
- Forms W9 and W8
- Prize/Gift Receipt
- Travel Reimbursement
- Vendor Maintenance

Guidelines for Check Requisitions

Check Requisitions can be used to issue payments for the following:

- Utilities
- Human Resource-related expenses, i.e. payroll and benefit deductions
- Tangible goods less than the current limit of \$2,000 (with some exceptions), **excluding** office supplies and toner
- Academic honorariums for distinguished speakers
- Reimbursements, other than travel, to students or employees; *travel expenses must be submitted on a **Travel Expense Report***
- Refunds (other than student refunds issued through Student Financial Service)
- All subscriptions
- All membership dues
- All registration fees *not requiring a credit card payment*
- Legal, insurance, or professional fees

PURCHASING

Located in Levermore Hall, room 301, The Purchasing Department is responsible for all procurement activities on campus. More specifically, the Department oversees:

- Vetting and selecting vendor bids
- Approval of, and assistance with arranging travel
- Monitoring purchases made for merchandise orders
- Managing food service orders placed with Adelphi Dining Service
- Approval of orders placed through Staples and AM Exclusive (toner)
- Procurement of furnishings and equipment
- Approval of **Purchase Order Requisitions** entered or submitted by departments

The Purchasing Department provides the following forms, which are available for download on the [FARG](#) site:

- Change Order
- Thoroughbred Limousines
- Partial Delivery Report
- Purchase Order Requisition
- Request for Bid
- Sole Source Justification
- Travel Approval Form

Guidelines for Purchase Order Requisitions

Purchase Order Requisitions must be used to request payments for the following:

- Tangible goods with a price greater than \$2,000
- Promotional items for internal or external distribution
- Vendors contracted to deliver, move, repair or install product(s)
- All contracts
- Disc Jockeys (DJs)
- Consulting Services
- Consultant travel expenses *if stipulated by contract*
- All credit card orders and prepayments *other than noted under Check Requisitions*
- Registration fees which require credit card payment
- Travel: hotels, airfare, vehicle rentals/car services and rail transportation
- Amazon.com orders