Payables Process

Before Proceeding:

1. Ensure voucher has a valid budget check.
2. Ensure voucher is fully approved in workflow before submitting payment documentation to Disbursements. (i.e. invoices, travel expense statements, receipts, etc.)
3. On Invoice Information page, ensure location field is the same as Address field. Address shown on Invoice Information page should be the same as Address on the Payments Page.
4. Keep a copy of each voucher submitted for payment and a copy of all documentation. Note the exact date voucher is delivered to Disbursements.
5. After 10 business days have passed, note the check or EFT number on your copy and file for future reference. If a voucher has not been paid after 10 business days, email Disbursements, requesting payment status.

6. If you have questions prior to the 10 business days, contact the Spectrum Office for assistance in finding status information in the Spectrum Plus System.

Important Reminders:

- After a voucher (or Express PO) is budget checked, please **DO NOT CHANGE THE WORKFLOW**. If the workflow is incorrect, contact Disbursements to delete the voucher. Then enter a new voucher with the correct workflow. (Express Purchase Orders can be canceled by the user)
- **Please DO NOT DENY a voucher in WORKFLOW.** If changes are needed on the voucher, contact the initiator to make changes. If the voucher needs to be deleted, contact Bobb Johns in Disbursements via email. Include in the email the voucher number, vendor number, gross amount of voucher, invoice number and invoice date.