



## General Reminders...

### IT RELATED PURCHASES

Please remember that **ALL** IT related purchases **MUST** go through CLA IT! This includes any computer, keyboard, mouse, software, etc. If you have spoken with CLA IT and they have given you permission to make the purchase instead of them, you will need to attach the approval to the purchase request or receipt. When in doubt, always check with IT.

Also, please remember that computers are **NEVER** allowable purchases on PCards!

### PCARDS AND RECEIPTS

PCards are available for checkout from your department Business Assistant. The Purchasing Center also has a few checkout cards available, but can **only** be checked out with prior approval from your department Business Assistant.

When making a purchase with a PCard, it is extremely important to turn in the receipt to your departmental Business Assistant ASAP! We ask that all receipts be turned in no more than **TWO DAYS** after the purchase is made.

## About Us...

### **Kathy Byers - BRNG 1135**

Phone#: 765-494-3753

Email: CLAPurchasingCenter@purdue.edu

#### **Departments:**

DAT, ENG, FLL/SLC, HIST, Theatre

### **Tanya Woodard - BRNG 1133**

Phone# 765-494-4128

Email: CLAPurchasingCenter@purdue.edu

#### **Departments:**

ADMN, ADV, ANTH, COM, IDIS, IT, OEPP,  
PHIL, PLaCE, POLSCI, SOC

### **IMPORTANT INFO:**

In order to insure proper balancing of workloads, please make sure to work with the individual listed above that is assigned to your department.

When contacting Kathy or Tanya, all emails need to be sent to CLAPurchasingCenter@purdue.edu. Please DO NOT send emails directly to Kathy or Tanya!

## Airfare & Shuttle Requests

All airfare and/or airport shuttle purchase requests must include a completed [Airfare & Airport Shuttle Booking Form](#). This form contains all the information that is required in order for us to book a flight or to book an airport shuttle. The CLA Purchasing Center cannot select flights, airlines, shuttles, times, etc.

We have updated the form to include a section for airport shuttle requests. You can find the new, updated form on our website, or by clicking [here](#).

## Scanning Documents

Accounts Payable has been seeing a lot of documents where the pages are flipped around (making them hard to review), or where a page didn't scan correctly. Please review all scans for accuracy before saving to the shared folder.

“EVERY JOB IS A SELF-PORTRAIT OF THE PERSON WHO DID IT. AUTOGRAPH YOUR WORK WITH EXCELLENCE.”

# Rejected Payments

We have been getting numerous rejection notices from Accounts Payable for various reasons. Below, we have outlined the most common and reoccurring rejection reasons that we are receiving from Accounts Payable. Please read through the notes we have made below to make sure you are providing all of the required documents and information when submitting a payment request.

## **Glacier & Immigration Documents**

This is probably the rejection notice that we receive the most!

- 1) On the Sub W-9, if the individual is a Non-Resident Alien/Foreign Entity, they must enter the Visa Type.
- 2) Glacier must be completed!
- 3) Glacier Tax Summary Report must be signed & a PDF copy attached to the payment request.
- 4) All documents listed on the Glacier Tax Summary Report, under the section "Required Document Copies", must be attached to the payment request.

The **only** time Glacier/immigration documents are not required is when the work was performed **outside** the US.

## **17C's**

All 17C's (prospective employee reimbursement) must have the Dean's Signature.

## **Per Diem**

When paying a per diem, you must attach the per diem rate.

## **Description/Reason for Payment**

All payment requests must have a detailed description/reason for the payment. Accounts Payable has been rejecting all payment requests that only have vague descriptions. A description needs to include the Purdue business purpose. This applies to all payments **and** reimbursements that are not self explanatory (payments to typical vendors for services are self explanatory).

## **Total \$USD Amount of Payment Request**

All payment requests and reimbursement requests must include the total amount to be paid. This assures that the person approving the payment is aware of the amount they are approving to be paid. We have ran into instances where a payment request will be sent to us with account information and approval, but the dollar amount to be paid wasn't reviewed or stated (supposed to pay a different amount, but not noted, etc.). We will start replying to your payment requests and asking for you to verify the dollar amount before we can process if it is not initially included in the request.

We cannot stress enough, how important it is to have all required documentation/information attached to payment requests! When a payment is rejected, it drastically slows down the payment process and causes more work for everyone involved. The more efficient we become when processing payments, the quicker those payments will be completed.