Agenda Items for Admin Meeting
8/20/25

1) Gift Cards, Awards and Prizes are taxable. Please obtain a W9 when giving these out and send the completed W9 to accountspayable@southwestern.edu.

2) Quick overview of Check Run:
    Processed every Wednesday
    Check Requests are due by noon on Monday

3) We no longer house check requests for future dates. Departments are responsible for submitting all future payments. This includes PO related items.

4) We do not accept paper copies of check requests or receipts.

5) A complete Check Request packet will include the check request, contract (if necessary) and W9 if this a new vendor.

6) Direct pay invoices under $1000 or service contracts requiring one payment do NOT need a PO and get routed to: accountspayable@southwestern.edu

   Anything PO related, invoices and changes to PO's, etc., get routed to: purchaseorders@southwestern.edu

   For Vendor use only (invoices and statements): vendor@southwestern.edu

   Individual questions you might have can still be emailed to Nancy Rangel for AP or Paula Sutton for PO's.

7) Only ONE signature is required on invoices submitted for payment.

8) If only submitting a W9 to get a vendor set up, please include a phone number and/or email address. We need to be able to get a hold of the vendor if there are any issues with their outgoing payments.

9) When processing a check request/reimbursement for a student, faculty or employee make sure they have set up their direct deposit in Self Service to receive reimbursements from AP. Please give them the following information:

Please log onto **Self Service**.

- Select *Banking Information* and add in your bank information so we can send your payment to your account.

You can find further instructions here under *Direct Deposit Enrollment Instructions*.

==NOTE: Any employee that requires a reimbursement through accounts payable must follow the directions above to set up direct deposit. Even if you have direct deposit through Payroll. Payroll and Accounts Payable are two different entities and we both pay out of two different payment systems.==

10)   The Expense Report form is no longer available for use, please use a Check Request for all reimbursements.

11)   **WIRE PAYMENTS**: All international payments are processed via wire and the department will be charged the additional wire fee which is currently $75.00. For Wire payments please ask your vendor to send you their wire information which should include name of bank, bank address, a SWIFT number and an ABA number. Please include this information with your check request.

12)   Make sure you have access to and are familiar with your budgets, we do not have access to that information. To gain access to your budgets contact Carolyn Kil and to gain access to Self-Service contact Dan Steinke.

13)   The Business Office will no longer stock SU letterhead, envelopes or 2nd sheets. We recommend that your department or a few departments get together, assess your needs and order 1-2 times per year to get a better rate with the vendor. Our standard SU stationary has been order from Databank in the past.

14)   We're going to ACH…here is the information you can give your vendors; however, the vendor will need their vendor number. You can call or email us for the vendor number.

Southwestern University is going paperless. Please either scan the QR Code below or go to the web address to setup OR UPDATE your ACH information. Your Vendor number is: _____ Please note the SUBMIT button is quite small and on the bottom left corner.
https://southwesterncentral.etrieve.cloud/?isAnonymous=true#form/64

PURCHASE ORDERS:

1) We are no longer housing future payments for a PO. For example if you have a vendor that you will be using 4-5 times, you cannot submit a PO that says: 1st payment September 1st, 2nd payment October 1st, etc. The department is responsible for sending approved payment information each time and the same deadline of Monday noon applies for the Wednesday check run.

2) On self-service requisitions, DO NOT type in anything in the approvers section. The system will automatically route to the appropriate individuals.

3) Self service requisitions (direct pay or PO) do not use any account number just to get it processed and add a comment saying "Use account …". We will kick it back to you for correction and it will have to be rerouted for approval. To get the correct account number use our new chart of accounts look up tool:

A tool (web app) that allows you to see the mapping from old account strings to new account strings and from new accounts strings to old ones.

Lookup Account Information

You can search 3 different ways

- Enter your old department number
- Enter your new department number
- Enter your source code

Specify the type of search by choosing the Lookup Type

Lookup Type: [Old Department Lookup ▾]

Then enter search criteria

Enter search criteria: [0774] [search]

Department	Old Account	New Account	Account Description
0774	11-0774-53000	11-6377-53000-00000	CURRENT UNRESTRICTED-STAFF SUPPORT FUND-GEN OP EX GENERAL
0774	11-0774-54571	11-6377-54571-00000	CURRENT UNRESTRICTED-STAFF SUPPORT FUND-PROG-MIS
0774	11-0774-55151	11-6377-55151-00000	CURRENT UNRESTRICTED-STAFF SUPPORT FUND-STAFF TRA GENERAL

4) PO Requisitions – printed comments are what print on the PO to the vendor as stated in the directions. If you have a quote, estimate, etc., that information should be in the printed comment section.

5) If your requisition will not move out of "In Progress" something is wrong on the initiator side. In most cases there isn't an attachment added or the information on the lines was copied and pasted from another document and has hidden special characters. You will need to retype the lines directly.

6) If you have not been given instructions on how to process self-service requisitions, you need to get with Dan Steinke.