

This matrix lists the method or form required to facilitate payment for general purchase types.

All payments, regardless of payment method, require either an **invoice** OR a **contract/letter** as documentation. An acceptable invoice includes an invoice number, invoice date, item(s) billed and their itemized costs, invoice total, and remittance information including the vendor’s name and remittance address. Contracts and letters must include the same information for payment purposes and must be signed by an authorized Kent State signer as well as the vendor. Direct questions about the legal sufficiency of contracts to the Office of General Counsel.

Form or Payment Method	General Purchase Type	Requirements When Submitting to Accounts Payable	Policy
<p>Purchase Order (P.O.) Invoice – no form required</p> <p>IMPORTANT: Questions regarding purchase requisitions and purchase orders should be directed to the Procurement department (procurement@kent.edu.)</p>	<p>Goods totaling ≥ \$2500 and services ≥ \$50,000</p>	<ul style="list-style-type: none"> • Verify that goods were received or services were rendered. • Write “OK to pay” on invoice that is billed to Kent State University and reflects the correct amount to be paid. Invoices will not be short- or over- paid. If the total on an invoice is not correct (e.g., if you have been overbilled) you must work with the vendor to get a new invoice with the correct total. • Sign full first and last name on invoice. If your signature is not legible, print your name below your signature. Initials in lieu of a signature are not acceptable and will result in delay of payment. • Write the P.O. number on the invoice if the vendor has not printed it on it. • P.O. will be closed by Accounts Payable once the balance has reached \$0. 	<p>7 – 12.1 ADMINISTRATIVE POLICY REGARDING PURCHASING OF GOODS AND/OR SERVICES</p>

Form or Payment Method	General Purchase Type	Requirements When Submitting to Accounts Payable	Policy
<p>Payment Request Form</p>	<p>Non-P.O. payments for</p> <ul style="list-style-type: none"> • Amounts greater than \$2500 • Food and beverage • Gift cards • Independent contractors • Non-employee lodging* • Purchases that require advance approval by an executive officer (e.g., individual memberships, sponsorships, business meals & entertainment) • Vendors who charge fees for credit card payments or do not accept credit cards <p>* Lodging for employee business travel must be paid by the employee and reimbursed through the expense reimbursement workflow.</p>	<ul style="list-style-type: none"> • Complete the Payment Request Form in full, following the instructions available on the Accounts Payable website. • Attach the invoice to the form. Invoice must be billed to Kent State University and will not be short- or over- paid. If the total on the invoice is not correct (e.g., if you have been overbilled) you must work with the vendor to get a new invoice with the correct total. • Obtain all required signatures. • Submit to Accounts Payable. <p>IMPORTANT: Payment Request Forms submitted without all required signatures and documentation will be returned to the individual listed as the preparer.</p>	
<p>Purchasing Card</p>	<p>Non-P.O. payments for:</p> <ul style="list-style-type: none"> • Amounts equal to or less than \$2500 • Everything <i>allowable by university policy</i> other than the following items: <ul style="list-style-type: none"> ○ Food and beverage ○ Gift cards ○ Independent contractors ○ Lodging ○ Purchases that require advance approval by an executive officer (e.g., individual memberships, sponsorships, business meals & entertainment) ○ Vendors who charge fees for credit card payments or do not accept credit cards 	<ul style="list-style-type: none"> • Contact the vendor directly to make payment. • Retain all payment documentation (e.g., invoices) in your office. 	

Form or Payment Method	General Purchase Type	Requirements When Submitting to Accounts Payable	Policy
<p style="text-align: center;"><u>Wire Request Form</u></p> <p><i>This form is not used to pay vendors who have enrolled in direct deposit with Accounts Payable. Once a vendor has enrolled in direct deposit, that is the default method by which they are paid and payments to them must be initiated with the Payment Request Form.</i></p>	<ul style="list-style-type: none"> • Invoices requiring payment in foreign currency • Foreign invoices requiring payment by wire <p><i>Wires are a non-preferred form of payment due to their cost to the university. They should only be initiated when absolutely necessary. Accounts Payable and Treasury reserve the right to send payment via purchasing card, check, or ACH when it is deemed appropriate.</i></p>	<p>IMPORTANT: <i>When paying a foreign vendor, additional documentation may be needed in order to determine the university's tax and reporting requirements. In order to minimize delays in payment, have the vendor complete the TINC form and attach it to the Wire Request Form when submitting it to Accounts Payable.</i></p> <ul style="list-style-type: none"> • Complete the Wire Request Form in full. • The vendor's banking information must be printed on the invoice or be submitted on the beneficiary bank's letterhead. All questions about what banking information is required should be directed to treasury@kent.edu. • Attach invoice and banking documentation to form, route for appropriate signature(s), and submit to Accounts Payable. 	