

UM DCIE Memorandum: Invoices, IDR, Paper PO Requests

UNIVERSITY
OF MIAMI



Established: 18 February 2013

Memorandum to process Invoices, IDRs and Paper PO Requests below \$1,000.00

In an effort to expedite the payment of programmatic expenses, any invoice amounting to less than \$1,000.00 should be delivered to the Info Desk to be packaged and forwarded to Accounts Payable.

The invoice must report the PO number, account, sub-object and the date of submission to the Info Desk along with the signature of the director responsible for the account used.

It is the Executive Director's responsibility to verify that the PO listed on the invoice has sufficient funding to release the payment. The Executive Director's signature on the invoice is evidence of this verification.

A scanned copy of the invoice will be retained in the DCIE document database, but the invoice will be sent directly to Accounts Payable without any additional review by the Sr. Executive Director of Finance and Administration.

The same procedure outlined above applies to hard copies of requests to increase POs and IDRs only if they do not reference work orders pertaining to UM Telecommunications.

Any IDR involving data and phone lines or IT equipment must be routed through Administration regardless of the amount.

The Executive Directors/Director managing the account will sign and date the document whose scanned copy will be stored in the DCIE database. The original will be routed to its final destination through the Info Desk.

The procedure to submit all other documents to include E-BERFs, E-checks, P.Card and Travel Card reconciliations has not changed. Invoices, IDRs and paper PO requests above \$1,000.00 will continue be routed through the Sr. Executive Director of Finance and Administration.