



RUTGERS POLICY

Section: 40.2.4

Section Title: Fiscal Management

Policy Name: Invoice Processing

Formerly Book: 6.1.3

Approval Authority: Senior Vice President for Finance and Treasurer

Responsible Executive: Senior Vice President for Finance and Treasurer

Responsible Office: Office of Finance and Treasurer

Originally Issued: 12/1980

Revisions: 9/29/2000; 9/16/2010; 7/29/2011; 10/10/2013 (Updated titles and standard template)

Errors or changes? Contact: Division of University Accounting: 848-445-2133

1. **Policy Statement**

The responsibility for the approval and prompt payment of vendor invoices is shared between the Disbursement Control Department in University Accounting and the various University departments ordering goods and services.

2. **Reason for Policy**

To ensure that the University is paying for only those goods and services properly ordered and authorized, received and accepted.

3. **Who Should Read This Policy**

- All employees of Rutgers University (including student employees) that are involved in receiving goods and services from vendors on behalf of Rutgers, The State University of New Jersey
- University administrators including, but not limited to:
 - Chancellors and vice presidents
 - Deans, directors, chairs and department heads
 - Administrators, managers and supervisors

4. **Related Documents**

N/A

5. **Contacts**

Division of University Accounting: 848-445-2133

6. **The Policy**

40.2.4 INVOICE PROCESSING

- A. Policy: The responsibility for the approval and prompt payment of vendor invoices is shared between the Disbursement Control Department in University Accounting and the various University departments ordering goods and services. Vendors are required to submit invoices to:

Rutgers, The State University of New Jersey
Administrative Services Building
Disbursement Control
65 Davidson Road
Piscataway, NJ 08854-8095

Vendors should be advised that payments may be delayed if invoices are not sent directly to Disbursement Control.

Departments must be aware that invoices will not be paid unless a valid approved purchase order is in the Rutgers Integrated Administrative System (RIAS). In this regard, it is particularly important for departments to enter their requisitions into RIAS Internet Procurement, especially quick orders, whenever procurement of goods or services occurs.

- B. Procedures: In order to ensure that the University is paying for only those goods and services properly ordered and authorized, received and accepted, the Disbursement Control Department is required to match invoice information with underlying purchase order information. If the match is proper, payment will be automatically made on all invoices where all line items are \$5,000 or less.

Invoices with any line item greater than \$5,000 must be received in RIAS by the originating department before payment can be made. A copy of the invoice will be submitted with a certification form for any invoices on any blanket orders and for those not received on-line prior to the processing of the invoice. If the requestor is satisfied with the goods or services received, then the requestor must sign the certification form and return it to Disbursement Control without delay. If the requestor determines that payment should be withheld, then Disbursement Control should be so notified in writing or by telephone.

Payment is not remitted to the vendor unless the certification form is returned or the item is received on-line in RIAS. As a result, it is important that on-line receiving is done timely or certification forms are returned promptly to Disbursement Control by departmental personnel.