

Controller's Office and Purchasing

Electronic Routing Procedures

Submitting check request

- A. The originator of the request will complete the check request with all of the required information.
- B. They would create an email to the next approver of the check request.
 - a. As if the originator had signed the check request and is requiring the approver to sign.
 - b. Attach the check request
 - c. Attach the normal documentation to support the check request.
 - i. This would be the normal documentation that would have been attached to the hard copy of the check request.
 - ii. Once you get back to campus send the check request, original documentation and printout of the initial email to Accounts Payable.
 - d. The email should include:
 - i. In "Subject line" that this is a check request payee name and amount. i.e. Check Request – Staples, Inc. \$211.11
 - ii. In "Body of email" wordage that states that they are requesting the payment of the invoice, statement or the item that is attached.
- C. The approver once received will review the request and if appropriate will forward the email with their approval with all attachments and the full email stream.
- D. It will be forwarded to the next appropriate person.
 - a. Dean/VP/additional approver
 - b. ULM Foundation
 - c. Grants and Contract
 - d. Purchasing (Shakeya Peters – rodgers@ulm.edu)
- E. The above individual(s) reviews the request and forwards the email with their approval with all attachments and the full email stream.
- F. Once it is forwarded to Purchasing, Purchasing will forward with their approval, all attachments and full email stream to Tammy Riley in Accounts Payable.

Submitting travel request

- A. Travel authorization has to be approved and sent to Jessica Moore electronically prior to the going on the travel.
- B. The originator of the request will complete the Travel Request form with all of the required information.
- C. They would create an email to the next approver of the travel request.
 - a. As if the originator had signed the travel request and is requiring the approver to sign.
 - b. Attach the travel request
 - c. Attach the all documentation to support the travel request form.
 - i. This would be the normal documentation that would have been attached to the hard copy of the check request.

- ii. Once you get back to campus send the travel request with the original documentation and a printout of the initial email to Accounts Payable.
 - d. The email should include:
 - i. In "Subject line" that this is a travel request payee name and amount. i.e. Travel Request – John Doe, \$303.22
 - ii. In "Body of email" wordage that states that they are requesting the payment of the travel request.
- D. The approver once received will review the request and if appropriate will forward the email with their approval with all attachments and the full email stream.
- E. It will be forwarded to the next appropriate person.
 - a. Dean/VP/additional approver
 - b. Grants and Contract
 - c. Jessica Moore
- F. The above individual(s) reviews the request and forwards the email with their approval with all attachments and the full email stream.
- G. Jessica Moore will review the check request and verify that all the documentation is complete and appropriate.
 - a. If needed she will contact the originator for additional documentation or questions.

Journal Voucher

- A. Any item(s) that requires to be adjusted from one account to another account an email with documentation needs to be sent to Amy Estes and cc'd Mark Labude.
- B. The email needs to describe what happened and why the adjustment is required.
- C. Amy will review and determine if another could complete the journal voucher.
- D. If the journal voucher is completed, forward the journal voucher.

Submitting a Requisition

- A. Requisitions should continue to be submitted via Banner.
- B. Any supporting documents for Requisitions should be emailed to Shakeya Peters (rodgers@ulm.edu) for distribution to the assigned Purchasing personnel. An exception would be for supporting documents related to contracts, which should be emailed to Cheri Perkins (perkins@ulm.edu).
 - a. During an emergency period, electronic signatures may be permitted on contracts, but only after contract approval has been obtained from Purchasing. For more details regarding contract questions, please contact Cheri Perkins, perkins@ulm.edu.
- C. Once a Requisition is processed and Purchasing issues a Purchase Order, Purchasing will email a Self-Serve Banner copy of the Purchase Order to the vendor with a cc: to the Ordering Dept and Crystal Landis and Lena Beutner in AP.

NOTE: THE PROCESS BELOW IS FOR USE DURING AN EMERGENCY PERIOD ONLY WHEN BANNER IS INACCESSIBLE, OR A REQUIRED APPROVER IS UNABLE TO APPROVE A PENDING REQUISITION WITHIN BANNER.

- A. The originator of the request must email their first Approver following the below instructions:
 - a. Name the subject line of the email in the following format:
 - i. Requisition Entry Request / Dept. Name / Vendor Name / Amount
 - b. The email body should include verbiage stating briefly why a Requisition could not be keyed directly in Banner and that approval is requested of the attached expenditure which will be purchased by Purchasing and charged back to the Ordering Department by journal voucher.
 - c. Attach a completed [Requisition Request Form](#)
 - d. Attach all standard documentation to support the requisition request such as quotes, specs, vendor lists, etc., as applicable
 - e. The Approver may approve the Requisition by typing "APPROVED" in the email body, then forwarding the email chain and all attachments to the next subsequent approver.
 - f. Each subsequent approver may do the same until the documents have been approved by all required individuals in the approval chain which may include Deans, ULM Foundation, Grants/Contract, etc...
- B. Once all approvals have been obtained, the email chain with all approvals and attachments should be emailed to Shakeya Peters, rodgers@ulm.edu in Purchasing.
- C. The Requisition will then be keyed under Purchasing's FOAPAL, and a Journal Voucher will be issued to move the expense back under the correct FOAPAL as approved on the Requisition Request Form.
- D. Once a Requisition is processed and Purchasing issues a Purchase Order, Purchasing will email a Self-Serve Banner copy of the Purchase Order to the vendor with a cc: to the Ordering Dept and Crystal Landis and Lena Beutner in AP.

Submitting a Change Order

- A. The originator of the request must email their first Approver following the below instructions:
 - a. Name the subject line of the email in the following format:
 - i. Change Order Request / Dept. Name / Vendor Name / PO#
 - b. The email body should include verbiage briefly stating the reason for the change and that approval is requested.
 - c. Attach a completed [Change or Cancellation of PO](#) form
 - d. Attach any related documentation to support the request.
 - e. The Approver may approve the Change Order by typing "APPROVED" in the email body, then forwarding the email chain and all attachments to the next subsequent approver.
 - f. Each subsequent approver should do the same until the documents have been approved by all required individuals in the approval chain which may include Deans, ULM Foundation, Grants/Contract, etc...

- B. Once all approvals have been obtained, the email chain with all approvals and attachments should be emailed to Shakeya Peters, rodgers@ulm.edu in Purchasing.
- C. Purchasing will then issue a Change Order, and email a Self-Serve Banner copy of the Change Order to the Ordering Dept. and Crystal Landis, cc Lena Beutner, in Accounts Payable (with a copy to the vendor, if requested by the Ordering Dept).

Requesting payment of a Purchase Order

- A. Accounts Payable department receives / reviews / file PO from Purchasing.
- B. If the invoices are mailed to the Controller's Office instead of the department, the Accounts Payable department will be forwarding, electronically, to the requested department personnel.
- C. Once the requested department has received the merchandise or services, they will need to receive it into banner for the P.O. Banner will generate a receiving document Y#. The Department will print the receiving document to a PDF. The PDF's name should have the vendor's name, date, Y# and person receiving the items.
- D. If there is a different person that received the items that will be submitting the invoice, the person receiving the items will need to send the receiving report (PDF) to the person that will be submitting the invoice, stating that they received the items.
- E. The Department will email the invoice requesting payment and the receiving report (PDF) (if necessary the email from the person that received the items) to Crystal Landis, cc Lena Beutner.
- F. The email should include:
 - a. In "Subject line" that this is a PO request payee name and amount. i.e. PO Payment Request – Staples, Inc., \$122.25
 - b. In "Body of email" wordage that states that they are requesting the payment of the invoice related to the PO.
- G. If this is the final payment, the department will make this notation in the subject line of the email and include the Performance Evaluation form, if required, to Crystal Landis, cc Lena Beutner.
- H. Crystal Landis will review and contact department personnel for any additional documents or add funds when need.
- I. Crystal Landis will enter to banner for payment.
- J. Lena Beutner will review it, approve and process the check.