PURCHASE VOUCHERS in Dynamic Forms

Accounts Payable
accountspayable@sfasu.edu

Timer allows 45 minutes before timing out

Timer ⓘ Hide
39 minutes

* = required field
Some content may be updated based on selection

STEPHEN F. AUSTIN STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

Accounts Payable
accountspayable@sfasu.edu

Purchase Voucher

A purchase voucher is used to pay **outside vendors** for certain university goods and services that were purchased without the use of a purchase requisition or procurement card. Reference HOP 05-201 for types of direct pay disbursements that are allowed and may be paid with a purchase voucher.

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* Check will be made out to the Payee exactly as entered
* Payment will be processed in <u>one</u> of the following ways

- Mailed to the address listed in the Payee Info section
- Direct Deposit, if payee is set up with ACH
- Held for pickup, if selected

* Payment will begin processing on the next Thursday after this request has been submitted, approved, and invoiced in Banner. Requestor will be notified when checks held for pickup are available.

--It is the responsibility of the Requestor to provide accurate and detailed information--

Prefilled Requestor data

Requestor Information:

Requestor Name:	* Suzy Smith	Department:	* English
Phone:	*	Email:	* Suzy.Smith@sfasu.edu

Payee Information:

Payee Name:	*	Banner ID#, if known:	

Street Address or PO Box: *

Building name, Apt or office #:

City:	*	State:	-- Please Select -- ▼	Zip Code:	*

Will check need to be held for pick up?
● YES - Hold check for pick up
○ NO

Provide justification for holding the check:

Requestor will be emailed when the check is available for pickup in the Office of Financial Reporting, 2nd Floor Austin building.

Payment Information:

Payment Type:

*Standard Services Agreements approved by Office of General Counsel (OGC) for services that cost $500 or less ▼

Enter the iContracts #: *[   ]   Attach the fully executed contract * 📎 Attach File

Check here to certify that the services have been rendered. * ☐

Business Purpose of Payment: *[   ]

Documentation to support this payment is required. (ex. receipts, invoices, emails, etc.)

Supporting Documentation: | 📎 Attach File | 📎 Attach File | 📎 Attach File

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Payment Type:

*Other (if payment type is not found) ▼

- Athletic contest officials
- Athletic meal money for players while in Nacogdoches when SFA student dining facilities are closed
- Athletic ticket revenue share settlements
- Audit costs charged by a state or federal government agency
- Cash advances for official visits of potential student-athletes in accordance with National Collegiate Athletic Association (NCAA) guidelines for recruiting
- Legal settlements
- Licensing fees (except software licensing fees)
- Notary Bonds
- Postage
- Prepayment of registration fees for business conferences, workshops and seminars
- Purchases from agency funds
- Purchases of books, periodicals, journals, and other related materials needed to maintain university resource collections for the library
- Purchases of general merchandise for resale in the Stone Fort Museum gift shop
- Standard Services Agreements approved by Office of General Counsel (OGC) for services that cost $500 or less
- Student and non-student refunds
- Student related medical expenses
- Student tuition rebates
- University Interscholastic League (UIL) academic contest officials
- University's bookseller vendor charges for student scholarships
- Other (if payment type is not found)

Payment Type:

*Other (if payment type is not found) ▼

Provide a description for the 'Other' type of Purchase Voucher Request: *[   ]

Justification for not using P-Card or requisition: *[   ]

Accounting Information:

Enter a brief description of the product or service. Use additional lines of entry ONLY IF different FOAPs are to be charged. All data must be entered for each line of entry.

Entry#	Description of product or service	Fund	ORG	Account	Prog	Amount
1			31004			
2			22200			
3						
4						
5						
					Total:	$ 0.00

Financial Manager approvers are determined by ORG(s) entered.

An error message will display if an ORG is entered that does not have a Financial Manager

Requestor Authorization:

* ☐ By signing this form, I certify that the services were rendered or goods received, correspond in every way with the contract under which they were procured, the invoice is true and unpaid, and the claim was presented to the state within the applicable limitations period.

*
(click to sign)
_____   _____
Requestor Signature   Date

Approvals:

Entry 1 First Name: * Carol   Last Name: * Fountain   Email: * fountaincw@sfasu.edu

*

_____   _____
Financial Manager Signature - Entry # 1   Date

Entry 2 First Name: * Jannah   Last Name: * Nerren   Email: * Jannah.Nerren@sfasu.edu

*

_____   _____
Financial Manager Signature - Entry # 2   Date

Progress may be saved if form is not complete

Submit Form when all information has been entered, and all required documentation has been attached

[Save Progress] [Submit Form]

Approvals

Purchase Vouchers require approval by the *Financial Manager for each ORG entered on the form.
(*Run WebFocus report **fpr0085 ORG Hierarchy Reporting Structure** in Finance - General for the current list of Financial Managers)

See example further below of email that will be sent to Financial Managers.

Return for Revision: Once the form has been reviewed, Return for Revision may be selected instead of Submit, if needed. Returning a form will clear the form of any other signatures after the participant the form is returned to.

Form information may only be revised by the requestor

An email will pop-up that must be completed with information from the form being returned.
- **To**: The Requestor's name and email will be prefilled
  - **Only the form owner (requestor) can revise information on a form**
- **Subject**: (blank) add Returned for Correction - Payee Name
- **Body:** (blank) add reason for return, expected correction, and contact information

Emails

See test email examples of submitted and completed form, and email for forms returned for revision.

Submitted

Purchase Voucher Request submitted - Payee: Susan Anthony

AP forms@sfasu.edu
To Suzy Smith

↩ Reply   ↩ Reply All   → Forward   ⋯

Thu 8/15/2024 10:17 AM

Suzy Smith,

Thank you for submitting a Purchase Voucher request. The form will be electronically routed for signatures and approvals before being processed by Accounts Payable.

Incorrect or incomplete information may result in the form being returned for revision, which will result in delayed processing.

You will be notified when the invoice has been created. Checks will typically be processed on the next Thursday after this request has been submitted, approved, and processed. You will also be notified when a check held for pickup is available, if selected.

Invoice Created

Subject: Purchase Voucher – Invoice Created – Payee: Susan Anthony

An invoice has been created and approved for this Purchase Voucher request.

The check is scheduled to be processed on the date below. A separate notification will be emailed when the check is available for pickup.

Payment Due Date: 08/22/2024

Payee Name: Susan Anthony
Amount: $ 500.00

Click here to view a copy of the form.

Check is Available

Subject: Purchase Voucher – Check is available for pickup – Payee: Susan Anthony

The check for this Purchase Voucher Request is available for pickup in the Office of Financial Reporting, 2nd Floor Austin Building.

Payee Name: Susan Anthony
Amount: $ 500.00

Contact Accounts Payable if you have any questions.

Please visit your Dynamic Forms home page by clicking here.

Financial Manager

Subject: Purchase Voucher – Approval Needed – Payee: Susan Anthony

A Purchase Voucher request has been submitted with an ORG for which you are the Financial Manager, ORG 31004.

Please click the link below to review Entry #1 of the request. Sign and submit the form if you approve. You may return the form to the requestor for revision, if needed.

Requestor Name: Suzy Smith
Requestor Dept: Finance

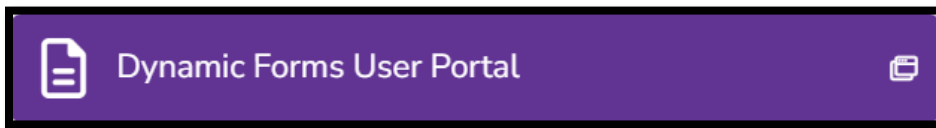Payee Name: Susan Anthony

Entry #: 1
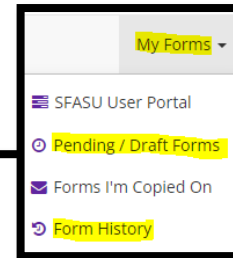ORG: 31004
ORG Amount: $ 500.00
Total Voucher Amount: $ 500.00

Click here to complete your section of the form.

Dynamic Forms User Portal

Located in mySFA – Finance – Budget & Finance

Dynamic Forms User Portal

Click here

My Forms ▾

SFASU User Portal
Pending / Draft Forms
Forms I'm Copied On
Form History

STEPHEN F. AUSTIN STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

2 locations for Form History (completed forms) and Pending/Draft forms (forms in progress)

My Forms ▾

SFASU User Portal

Assigned To Me 0   Search assigned forms...

No assigned forms.

◄◄ ◄ 0 ► ►►

Forms awaiting your action will be displayed here.

Other Forms 0   Search other forms...

Finance
Accounts Payable
  Purchase Voucher
Payroll Services
  Payroll Reallocations

Select a form to begin a request. New forms coming soon!

Verification

You have no Verification tasks that require action.

Pending Action 0

No pending forms.

View Forms History

Pending forms (forms in progress)

Forms History (completed forms)