

Below is the invoice processing policy/procedures to be followed when sending in an invoice to the payables department. If you have questions or problems, please contact Cheryl Hinkle at ext 3250.

Invoice Processing Policy/Procedure

- Invoices are to be accompanied by a check request or signed purchase order when being submitted for payment. The check request form can be located at <https://www.berea.edu/vpf/office-accounts-payable/>.

Please see the Purchasing Policy found at <https://www.berea.edu/vpf/office-of-purchasing/> for procedures related to requesting a purchase order.

- Make sure that your check request is complete before submitting and that you fill in the Payee B#/FID #. Do not include a vendors personal social security number in this field; if the request is for a new vendor, leave this field blank and attached completed W-9 form (see below).
- If paying a new vendor (one that has never or within the past three years been paid through Accounts Payable), you must obtain a completed, current release W-9 form dated within 12 months from the vendor. Please send the W-9 form to the payables department along with their invoice. These forms are maintained in the payables department for vendor maintenance and tax reporting purposes. Blank W-9 forms can be located at <https://www.berea.edu/vpf/office-accounts-payable/>.
- Submit original invoices with your check request or purchase order. Paying from originals ensures that payments are not duplicated. Most statements do not detail the charges that we are being billed for. If you receive a statement from a vendor and there is an invoice that has not been paid, please contact the vendor and have them send the invoice. In some instances, such as invoices being lost, we may have to pay from a copy. When this happens, please write "original invoice lost" on the invoice copy.
- Berea College is exempt from paying sales tax on College purchases in Kentucky (and several other states). If sales tax has been included on an invoice, the requesting department is responsible for contacting the vendor and supplying a sales tax exemption certificate to have the tax removed. The form for Kentucky and other applicable states can be found at: <https://www.berea.edu/vpf/office-of-purchasing/>.
- For payments being made without an invoice, backup must be attached that states who we are paying, the amount being paid, a description of what the payment is for and the date the service was rendered.
- All check requests must have two signatures. The requestor line can only be signed by any member of the faculty or staff. The department head signature line is only for the department head, who has the authority to approve invoices. Department head signature can be delegated in the case of their absence but this must be done by completing a Department Head Delegation form. This form is located at <https://www.berea.edu/vpf/office-accounts-payable/>.
- The invoice payment schedule is as follows:
Check request received by 5:00 p.m. on Wednesdays will be cut by 1:30 p.m. on Friday
Check request received by 5:00 p.m. on Fridays will be cut by 1:30 p.m. on Tuesday

Please be mindful of the payment schedule and submit requests on time. Due to the volume of invoices received, there may be some instances where all invoices may not be cut in the one day turnaround time.

Invoices that do not meet these requirements cannot be processed. Returned check requests may lead to delays in payment.

We understand that sometimes emergencies happen where you may need a check cut outside of the normal schedule. Depending on the facts and circumstances, we will do our best to accommodate you, but accounts payable cannot guarantee payment outside the normal schedule.