

Voucher Invoice Number Protocol

This list shows all invoice numbering conventions permissible at this time for use by all departments and AP Satellite “Hubs” for either PO or NonPO vouchers. If you encounter a situation for which you are unable to find guidance from this list, please contact central accounts payable (764-8212) for assistance. There are spaces for 20 characters available in the invoice number field.

Consistent usage of a common protocol will help us to prevent duplicate payments as well as providing information about the purpose of the payment to the vendor. The More button (on the schedule payment panel) can be used to record up to 32 additional characters of message to the vendor on the Remittance Advice. The department reference number may be used to provide information needed by departments for tracking.

All vouchers need to contain a description of the item or items being purchased or reimbursed. Do not reference the invoice number again, but rather describe the items being purchased in the space available on the Line Information Panel.

When saving a voucher if the system indicates that a duplicate exists you **MUST** research it before you do anything to override the duplicate invoice message.

If the vendor or organization references a member number, account number or invoice number for dues, memberships and subscriptions, please reference that number as shown below appended with the date.

Please note that all dates use leading zeros in front of single digit months and days.

Type of Invoice/Voucher	Guidelines	Examples
INVOICES WITH an invoice number specified by the vendor. Always examine the source document from the vendor when creating a NonPO or PO voucher.	Use the invoice number as specified by the vendor; skip spaces but include punctuation including dashes. If the number is preceded by the word “invoice”, do NOT include the word “invoice” or the number sign (#).	12345 RI (NO) 12345RI (YES) 12345-INV R12348-88-1012
CONFERENCE REGISTRATIONS, DUES, LICENSES, MEMBERSHIPS & SUBSCRIPTIONS	Use the initial only of the first name, one space , the full last name of the person who’s dues are being paid, one space then the date of Higher Administrative Authority Signature*	T JONES 04/01/03 J BOND 07/07/00 H BERRY 12/25/00
IMPREST Cash fund replenishment voucher *	ICF<space>Fund Number<space>date of Higher Administrative Authority Signature*	ICF 12345 10/13/02
POSTAGE when no support documentation is needed *	USP<space>mm/dd/yy date of Higher Administrative Authority Signature*	USP 01/02/03
REFUND of a deposit, tuition, parking fees, event registration where no documentation support is needed *	REF<space>mm/dd/yy date of Higher Administrative Authority Signature*	REF 05/22/99

REIMBURSEMENT for an item of merchandise purchased by an individual for University business *	REIM<space>mm/dd/yy date of Higher Administrative Authority Signature *	REIM 09/24/01
* For ICF, USP, REF & REIM or Conferences when the Higher Administrative Authority signature date is missing	Use the AP Date Stamp Date unless missing then use Voucher Date	Use the date format: mm/dd/yy

GASOLINE CREDIT CARDS, TELEPHONE, CELLULAR PHONES, & BROADBAND or CABLE STATEMENTS (paid directly to a company)	Use the account number, one space , then leave enough room for the month/year of billing.	123456789 07/03
HOSTING Reimbursement Expense Report	HOST<space>mm/dd/yy (using date of the event)	HOST 04/01/03
SUBJECT FEES	SUBFEE<space>mm/dd/yy date on Sub Fee form	SUBFEE 11/21/02
TRAVEL Reimbursement Expense Report	TVL<space>mm/dd/yy (using the return date of the trip)	TVL 04/01/03
Direct payments to RESTAURANTS or HOTELS for large groups being paid by <u>PO voucher set up by Purchasing ONLY</u> .	Use the check number on the bill. If no check number is available, use the rules for "All Other Invoices". Select one of the following options in the order given. If #1 does not exist, use #2, etc. 1. Invoice number 2. Folio number 3. Account number, one space, plus full date	1235 76459 64/10G 29486 07/30/03
ALL OTHER INVOICES if the other categories shown above do not apply.	Entire date should always show for these invoice numbers. Do not shorten to month/year.	
If there is an account number	Account number, one space, and full date of the invoice, if not a monthly billing.	123456 07/14/03
If the person's name is shown on the invoice	Person's name that ordered the merchandise, one space, and the full date of the invoice.	J JONES 07/14/03
If the department name is shown on the invoice	U of M department name, one space, and the full date of the invoice	PHYSICS 07/14/03
If you are unable to locate an appropriate option from this list	Call or email the Central Campus Accounts Payable and Travel Office	We will note your situation and advise you which option to select
The following transactions are not permitted using PO or NonPO vouchers		
HONORARIA, House Hunting or Household Moving Expenses	Use a Form G Special Payment Form. These payments are processed by Staff Records and Payroll, <u>not</u> the AP/Travel Office.	

Reimbursements for wages or Reimbursement of wages paid	Wages paid are not reimbursements; wages are usually taxable, reimbursements are not usually taxable. Wages are paid for services rendered by individuals through the Payroll department. University employees should not pay wages directly to someone else and expect a reimbursement.
Parking or Traffic Tickets	Are not to be paid directly to jurisdictions nor reimbursed.