What holds up a Payment?

A payment may not be held up for some of the following reasons:

**The invoice was not received by Accounts Payable**
- All invoices should be mailed directly to the Accounts Payable office. Many departments mistakenly have the vendor mail the invoice to them. This may delay payment as invoices may be lost or forgotten at the department office.

**Stock Received is not posted in CMS**
- Commodity purchases require that receiving be posted in CFS. If the vendor delivers the item(s) to the Receiving Department, they will post stock received. If the item(s) is/are picked up by departmental personnel, is delivered directly to the department or is delivered by UPS or US Postal Service, it is the department’s responsibility to submit a stock received report to the Receiving Department. The department may submit a packing slip or a copy of the purchase order with the received items identified, in lieu of a stock received report.

**The purchase/service order needs to be amended**
- The description on the order doesn’t match the invoice description.
- The quantity invoiced is greater than the quantity ordered.
- The invoice amount is greater than the purchase order amount.
- Sales tax or freight is not on the order or the amount of sales tax/freight is greater than $100.00 leeway allowed.
- Freight is on the order, but the amount invoiced is greater than $100.00 leeway allowed.
- Vendor is invoicing for an item or service that is not listed on the order.
- Vendor is invoicing for greater than accepted quoted amount. A/P will need Procurement’s permission to pay more than quoted amount.

**The Vendor Data Record (204 form) has not been received**
- Before any payment can be rendered to the vendor a completed Vendor Data Record form must be received and entered into CFS by Procurement & Contract Services.

**Items or services are purchased from vendors without a purchase order**
- Payment will be delayed whenever commodities are purchased or services are rendered without a purchase/service order. A requisition will need to be entered into CFS after the fact. The department is required to write a justification for expending University funds without the knowledge of Procurement & Contract Services.