

What may hold up a payment?

A payment may not be issued to a vendor for several reasons:

#1: 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 action may delay payment due to invoices not being forwarded to Accounts Payable because they have been either lost or forgotten.

#2: Stock Received is not posted in CMS.

- Whenever any commodity is purchase by the University, receiving must be posted in CMS. If the vendor delivers the item to the Receiving Department, they will post stock received. If the item is 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.
(http://www.csus.edu/proc/FULL_INFO.htm#stock)

#3: The purchase/service order needs to be amended. There may be several reasons why an order may need 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. The amount of sales tax or freight is greater than \$100.00 leeway allowed by Procurement.
- Freight is on the order, but the amount invoiced is greater that \$100.00 leeway allowed by Procurement Service.
- 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.

#4: The 204 form (Payee Data Record form) has not been received.

- Before any payment can be rendered to the vendor a completed 204 must be received and entered into CMS by Procurement Service.
(<http://www.csus.edu/aba/forms.htm>)

#5: Items or services are purchased from vendors without a purchase order.

- Whenever commodities are purchased or services are rendered without a purchase/service order payment will be delayed. A requisition will need to be entered into CMS after the fact. The department is required to write a justification for expending University funds without the knowledge of Procurement Services.