



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: How to Submit Invoices, Reimbursements, & Direct Payment Requests for Payment Processing Including UFSS Invoices & Check Requests

DATE: June 16, 2020

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Daljit Khangura, Director of Accounts Payable & Travel

Please see the following guides for requirements needed by Account Payable to process your invoices, reimbursement request (RR), direct payment request (DPR), UFSS invoice and check requests for payment processing. This will ensure your documents are processed in a timely manner.

Invoice Guide (SacState & UFSS):

1. Document must be an **Invoice**.
 - a. AP is unable to process from a statement, quote, or estimate.
2. Invoice must have the following items:
 - a. Invoice number
 - b. Date
 - c. PO number
 - d. If applicable, stock received must be completed through [Central Receiving](#)
 - e. Indication the invoice is "Approved for Payment"
 - f. Approval signature, title, and date approved

Reimbursement, Direct Payment Request, UFSS Check Requests:

1. Use Reimbursement, Direct Payment, & Check Request Form from [ABA Forms](#)
 - a. Form must have a Supplier ID# **before** submission.
 - i. If the person or company is a new supplier, please have them fill out the online [Vendor Data Record \(204\)](#) form.
2. Backup documentation:
 - a. Examples: Non-employee travel expense worksheet, receipt/s, or invoice, etc.
 - b. If there is an exception to policy- approval and justification memo is required.
3. Approval signatures
 - a. Approver must be listed on the Delegation of Authority list.

Contact Information:

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, ABA-FIN-ap-travel@csus.edu.