



University
of Houston
Clear Lake

Business
Operations

Accounts Payable

Updated 09-7-22

TABLE OF CONTENTS

- INTRO 3
- PURCHASE ORDERS..... 4
 - What is a Purchase Order (PO)? 4
 - When are Purchase Orders used?..... 4
 - HUB vendors must be used for all POs. 4
- VOUCHERS..... 4
 - What is a voucher and why do we use it? 4
- CONTRACTS 5
- P-CARDS 5
 - What is a P-Card and when do we use it?..... 5
- REPORTING CALENDAR 6
 - 2022 P-Card Reporting Cycle Calendar 6
 - 2023 P-Card Reporting Cycle Calendar..... 7

INTRO

The Division of Finance provides an array of support services for efficiently processing payments and reimbursements for university-related goods, services, travel and other expenses.

As a business operations team, we are focused on these themes:

- **Compliance** - with University, local, state and federal policies and laws
- **Enforcement** - of University and system policies and procedures
- **Training** - we offer periodic and/or customized training to bolster end-user understanding
- **Timeliness** - we pay bills daily, based on date the invoice was received - see below
- **Customer service** - we offer acknowledgement of customer questions w/24 hours
- **Technology** - we use electronic ACH payments for vendors and employee reimbursements

Note: All Department Assistants and Department and College Business Administrators have access to Payment Works and can initiate invitations to vendors, candidates, etc.

The Texas prompt pay law means we, as a state agency, have 30 days to pay an invoice once it is originally received. Based on the dates entered in PS, if it is late, interest is automatically calculated. If a department does not date stamp the invoice when it is received, we must use the invoice date instead and thus may incur interest. PLEASE DATE STAMP INVOICES!!

We will ask for your feedback... and hear you:

- Annual surveys - yes, this will be a new activity!

PURCHASE ORDERS

What is a Purchase Order (PO)?

- A PO is a legally binding document that lays out what you want to purchase along with quantities and delivery details.
- The supplier fulfills that order and sends an invoice/bill for payment to our accounts payable department. It is transaction based for **goods**.

When are Purchase Orders used?

- Any goods purchased for >\$5000 requires a purchase order

HUB vendors must be used for all POs.

- Historically Underutilized Businesses
Contact Deb Carpenter for additional information:
Carpenter@UHCL.edu
281-283-2152

For more info, visit mycpa.cpa.state.tx.us/tpasscdblsearch.

VOUCHERS

What is a voucher and why do we use it?

- A voucher is an electronic request for reimbursement or vendor payment. Your Department Assistant will initiate it. If that role is vacant, then your College or Department Business Administrator will initiate it.
- We use it as support for audit and financial review, and as a standardized documented history of the transaction.
- Back-up for the voucher must show who, what, when, where and why for the transaction. Receipts or invoices are required.

CONTRACTS

- A contract is a legal agreement for *services*.
- The Department will typically send Procurement a Requisition for the services being requested.
- Accounts payable pays for these services in the same way they pay for goods. The only difference is that contract payments start with a "C" to distinguish them as such.

P-CARDS

What is a P-Card and when do we use it?

- A P-Card enables decentralized purchasing for low-ticket items up to \$5000. Do not split the purchase into 2 orders with one vendor to circumvent this dollar amount.
- For any purchase > \$500 the buyer **MUST** ensure and prove that the seller/vendor is NOT on hold with the State of Texas.
 - fmcpa.cpa.state.tx.us/tpis
- Departments must reconcile their card use monthly, usually between the 4th and 18th.
 - See Reporting Cycle Calendar.
- They must advise accounts payable (AP) when they have completed this step.
- Then AP audits each card, monthly.
- And AP posts/pays the P-Card by the 25th of the month.

REPORTING CALENDAR

2022 P-Card Reporting Cycle Calendar

Reporting Cycle ()=(FYmonth)	Transaction Posting "FROM" Date	Transaction Posting "TO" Date	Departmental Reallocation Due Date	Accounts Payable Audit/Processing Due Date	University Bill Pay Due Date
Jan. 2022 (05)	12/4/2021	1/3/2022	4 pm on Thursday, Jan. 13, 2022	Monday, Jan. 24, 2022	Thursday, Jan. 27, 2022
Feb. 2022 (06)	1/4/2022	2/3/2022	4 pm on Monday, Feb. 14, 2022	Tuesday, Feb. 22, 2022	Friday, Feb. 25, 2022
March 2022 (07)	2/4/2022	3/3/2022	4 pm on Monday, March 14, 2022	Thursday, March 24, 2022	Friday, March 25, 2022
April 2022 (08)	3/4/2022	4/3/2022	4 pm on Wednesday, April 13, 2022	Friday, April 22, 2022	Tuesday, April 26, 2022
May 2022 (09)	4/4/2022	5/3/2022	4 pm on Friday, May 13, 2022	Monday, May 23, 2022	Wednesday, May 25, 2022
June 2022 (10)	5/4/2022	6/3/2022	4 pm on Monday, June 13, 2022	Tuesday, June 21, 2022	Friday, June 24, 2022
July 2022 (11)	6/4/2022	7/3/2022	4 pm on Wednesday, July 13, 2022	Friday, July 22, 2022	Tuesday, July 26, 2022
Aug. 2022 (12)	7/4/2022	8/3/2022	4 pm on Friday, Aug. 12, 2022	Monday, August 22, 2022	Thursday, August 25, 2022
Sept. 2022 (01)	8/4/2022	9/3/2022	4 pm on Friday, Sept. 9, 2022	Wednesday, Sept. 14, 2022	Thursday, Sept. 15, 2022
Oct. 2022 (02)	9/4/2022	10/3/2022	4 pm on Thursday, Oct. 13, 2022	Thursday, Oct. 20, 2022	Tuesday, Oct. 25, 2022
Nov. 2022 (03)	10/4/2022	11/3/2022	4 pm on Thursday, Nov. 10, 2022	Thursday, Nov. 17, 2022	Tuesday, Nov. 22, 2022
Dec. 2022 (04)	11/4/2022	12/3/2022	4 pm on Tuesday, Dec. 13, 2022	Tuesday, Dec. 20, 2022	Thursday, Dec. 22, 2022

Note: September deadlines are subject to change based on UH End of Year Calendar Timeline.

Reporting cycles end on the 3rd of each month. However, Expense Reports should never be run before the 5th of the month.

2023 P-Card Reporting Cycle Calendar

Reporting Cycle	Trans Post "FROM" Date	Trans Post "TO" Date	Departmental Reallocation Due Date	Accounts Payable Audit/Processing Due Date	University Bill Pay Due Date
Jan 2023 (05)	12/04/22	01/03/23	4 pm on Fri, January 13, 2023	Tues, January 24, 2023	Fri, January 27, 2023
Feb 2023 (06)	01/04/23	02/03/23	4 pm on Mon, February 13, 2023	Thurs, February 23, 2023	Fri, February 24, 2023
Mar 2023 (07)	02/04/23	03/03/23	4 pm on Mon, March 13, 2023	Thurs, March 23, 2023	Fri, March 24, 2023
Apr 2023 (08)	03/04/23	04/03/23	4 pm on Thurs, April 13, 2023	Mon, April 24, 2023	Wed, April 26, 2023
May 2023 (09)	04/04/23	05/03/23	4 pm on Fri, May 12, 2023	Tues, May 23, 2023	Thurs, May 25, 2023
Jun 2023 (10)	05/04/23	06/03/23	4 pm on Tues, June 13, 2023	Wed, June 21, 2023	Mon, June 26, 2023
July 2023 (11)	06/04/23	07/03/23	4 pm on Thurs, July 13, 2023	Mon, July 24, 2023	Wed, July 26, 2023
Aug 2023 (12)	07/04/23	08/03/23	4 pm on Mon, August 14, 2023	Tues, August 22, 2023	Fri, August 25, 2023
Sep 2023 (01)	08/04/23	09/03/23	4 pm on Fri, September 8, 2023	Thurs, September 14, 2023	Fri, September 15, 2023
Oct 2023 (02)	09/04/23	10/03/23	4 pm on Fri, October 13, 2023	Mon, October 23, 2023	Wed, October 25, 2023
Nov 2023 (03)	10/04/23	11/03/23	4 pm on Mon, November 13, 2023	Thurs, November 16, 2023	Tues, November 21, 2023
Dec 2023 (04)	11/04/23	12/03/23	4 pm on Wed, December 13, 2023	Tues, December 19, 2023	Fri, December 22, 2023

Note: September deadlines are subject to change based on UH End of Year Calendar Timeline. Reporting cycles end on the 3rd of each month. However, Expense Reports should never be run before the 5th of the month.