

## SECTION 12: ACCOUNTS PAYABLE

University policy requires that a purchase order be obtained prior to purchasing supplies or services. A purchase requisition will generate a purchase order. Vendors are required to have a purchase order number before an order is filled. It is imperative that the vendors are instructed to put the purchase order number on their invoice before they forward it to Accounts Payable. Please instruct the vendor to send all invoices to:

Gonzaga University  
Accounts Payable  
PO Box 3464  
Spokane, WA 99220-3464  
[gonzagaap@gonzaga.edu](mailto:gonzagaap@gonzaga.edu)

There are times that the vendor includes the invoice in the shipment. In that instance, it is the responsibility of the department to forward it on to Accounts Payable (AD Box 81) or scan and email to [gonzagaap@gonzaga.edu](mailto:gonzagaap@gonzaga.edu). The same is true if the order is picked up, and the invoice is given to the person. Please verify that the PO number is on the invoice, and forward to Accounts Payable. All original invoices must be sent to Accounts Payable.

University Purchasing will forward the green and goldenrod copies of the Purchase Order to the department. When the items or services have been received, the green receiving copy of the purchase order should be signed, dated and forwarded to University Purchasing (not Accounts Payable) to initiate payment. (See Section 11: Receipt, Inspection and Acceptance of Shipments for additional receiving information.) University Purchasing will receive the order in Banner, and forward all green Purchase Order copies to Accounts Payable. Our payment policy is 30 days from invoice date.

If the items on the Purchase Order are being purchased at a higher price, please indicate this information on the green receiving copy of the Purchase Order. If it is a sizeable amount, University Purchasing should be notified for a change order. If you have purchased additional items, please write items on the green copy and contact University Purchasing to add to the Purchase Order on Banner. If a different vendor than the one on the Purchase Order is used, please contact University Purchasing so that a new Purchase Order can be typed.

A Standing Purchase Order is used when a department will be purchasing from the same vendor throughout the fiscal year. The amount is usually estimated, and should be enough to get through the fiscal year. It is the department's responsibility to monitor the balance on the Blanket Purchase Order so that sufficient funds are available to pay vendors. The balance of your purchase orders may be found on the Banner encumbrance screen (FGIENCD). If you notice that the Blanket PO needs to be increased, please contact University Purchasing to encumber more money on the purchase order.

FOIDOCH is a form in BANNER which will allow you to view the Purchase Order, receiving information, the Banner assigned invoice (“Inv”) number, and the check number . Complete FOIDOCH Instructions can be found at <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PurchasingFiles/FOIDOCHINSTRUCTIONS.pdf> In order to use this form, it will be necessary for you to have one of the following: the “REQ” requisition number; the “PO” Purchase Order number, or the Banner assigned “Inv” Invoice number.

Additional Account Payable contacts, forms can be found at <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Finance-Office/Controllers-Office/AccountsPayable.asp>