Accounts Payable for Extension

Accounts payable policy falls under the University’s umbrella policies for payables. You can see full AP policies on the Business and Finance Website: http://www.busfin.ohio-state.edu/FileStore/PDFs/441_AccountsPayable.pdf

Some basic information is provided below as an overview.

Methods of Payment
1. **University check** – cut on Tuesday’s and Thursday’s and mailed the same day.
2. **Direct Deposit to employee** – for all employee payments, cut on Tues. and Thurs. weekly.
3. **Office of Sponsored Programs check**
4. **Local Checking Account** – for Extension remote units only.
5. **PCard** - Purchasing, Travel or GET credit card.
6. **EFT** – transfers directly to commonly used vendors.
7. **Wire transfers** – rarely used. Mostly for out of country payments.

Tools to initiate payment (Buying Tools)
1. Invoices from vendors (via pre established purchase order)
2. [https://eRequest.osu.edu](https://eRequest.osu.edu) including PCard
3. Local check
4. Travel Forms or [https://etravel.osu.edu](https://etravel.osu.edu)

Tax exemption
The University is tax exempt for most items. Visit this website for more tax information.
[http://controller.osu.edu/acc/tax-home.shtm](http://controller.osu.edu/acc/tax-home.shtm)

Vendor Process

```
AP Payment Compliance Form - submitted for new vendors |
Entry into vendor maintenance system | Entry in PeopleSoft - Either central Purchasing or AP | PeopleSoft Processes - automatic overnight processes | Unique Vendor Number Created
```

Payment Process

```
eRequest or eTravel to initiate payment |
Entry or feed into PeopleSoft | Approval in PeopleSoft (some) - Either Business Office or Extension Unit | PeopleSoft Processes - automatic overnight processes | Payment Process - initiated by Central Accounts Payable | Payment sent
```

[THE OHIO STATE UNIVERSITY COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES]