This policy covers all of Albert Einstein College of Medicine check requests and inquiries for both restricted and unrestricted funds.

**Invoice Processes**

All invoices should be sent to our Digital Mailroom – EDM at einstein@edmamericas.com for processing. Invoices require a valid PO # in order for the invoice to continue workflow and not get stuck in an error folder. Once the invoice is emailed to EDM, EDM takes 48 to 72 hours to upload in our P2P system.

**P2P Process**

- Requisition is created
- Requisition is approved
- PO is created
- Purchase of Goods/Services is made
- Invoice is sent by Vendor to EDM
- EDM enters invoice
- Invoice is imported to SciQuest by AP Director
- Invoice is receipted
- PO greater than $5000 require 3 way match on all invoices
- Invoice / Transaction is settled
- Invoice is exported to ERP
- Check / ACH is created in Banner through E-Visions
- Banner syncs with MaccaBuy to update payment records

Invoices are scheduled for payment according to vendor terms....net immediate, 30 or 60 days.
Exception invoices are processed manually.

- Cafeteria Invoices
- Submit Check with Orders
- Utility bills
  - Con Edison
  - Phones – Verizon/AT & T
  - Direct Energy
  - NYC Department of Water Board
  - Cablevision
  - Water Bills – Ready Refresh bills.
  - Cardinal Health – Freight bill

Exception processed as Direct Pay – straight into Banner

- Invoices prior to 09/01/15 should be processed as direct pay in Banner due to no encumbrance. Department would be require to provide and index # and account # to process. In addition, an approval is needed from the department providing the FOAPAL information.
- Use form Banner Direct Payment Request form for special payments that do not fall under the category of a Purchase Order and/or the Employee/Student Payment Request Form. Original invoices, receipts or other supporting documentation must be provided with the form. Incomplete forms will be returned, which will cause delay payments.

(See forms for Banner Direct Payment Request form)

FZRAPAY – Is an electronic submission of batches. A special formatted excel spreadsheet is submitted from the department to Accounts Payable. Accounts Payable uploads the file straight into Banner which then create entry of payment.

- Banner #
- Name
- Total amount
- Index #
- Account #

Used to process

- Student Stipends – See below Stipend Policy
- Employee Garnishments

Refund Checks

Refund checks that are due back to the University are sent to Accounts Payable. The assigned bookkeeper will research the payment and locate the department in which should be refunded to. The department will then provide Accounts Payable with a reference PO, which includes the index and account #. A copy of the check gets uploaded into the referenced PO in SciQuest, for tracking purposes. If a PO doesn’t exist, a copy is saved in our share drive for future findings.
Once Accounts Payable records the check, the check is given to Petty cash with the FOAPAL information to credit the account and deposit.

**Exemption from Sales Tax:**
The University is exempt from paying sales taxes which may appear on invoices. If needed, current Tax Exempt Form will be provided. We will forward them to Purchasing to supply Einstein’s Tax Exempt form.

**Stop Payment/ Cancel Check/ Void Check:**
Occasionally checks may be lost, damaged or simply uncashed for a long period of time. The Accounts Payable Department will process a stop and reissue in Banner on a payment once the check has been researched and confirmed as open/outstanding with the bank. We will not cancel a check before 30 days of being printed.
If a check needs to be cancelled with no reissue, Accounts Payable will do so once the check has been researched and confirmed as open/outstanding.
All Check payment maintenance is done in JP Morgan’s secure banking website.

**Other Forms of Payments**

**ACH Payments** is an electronic payment deposited straight into an institution, corporation or individual's bank account both foreign and domestic. In order to receive an ACH payment, the recipient needs to submit the necessary documents in order to be set-up for electronic payments. These payments typically take 3-4 days to be received by the vendor’s bank.

For Students - Departments are required to submit the ACH form with a cancelled check straight to our Controller for approval. Once the Controller approves, the ACH form and documents are sent to Purchasing for approval and expedited to Accounts Payable for processing.

For Vendors – Vendors submit straight to Accounts Payable. Accounts Payable submits the ACH form with all necessary documents to the Controller and Purchasing for approval. Once approved the recipient is entered into the system

Once ACH Vendor/Student is entered into the system, a pre-note is scheduled to run. Pre-note is checked by Accounts Payable Supervisor and Staff Accountant.

*(See forms for ACH Procedure for Vendors and Students)*
**Wires** - A Wire Transfer is a method of electronic payments from one bank account to another. Wires are usually sent to international vendors. All wires are submitted and requested by the department. A Purchase Order needs to be created. Once the Purchase Order is generated, a completed wire form and an invoice copy with the PO #, should get sent to Accounts Payable Department. Accounts Payable will request approval from the Associate Vice President of Business Services, then sent to the Treasury Department for processing.

Once the wire is processed by the Treasury Department, a confirmation and summary is sent to Accounts Payable to post into SciQuest and Banner.

*(See forms for Wire check list)*

**All Checks Will Be Mailed Directly To the Payee**

To provide for an appropriate level of segregation of duties, all checks will be mailed directly to the payee. The actual documents that are required to be mailed with the check to the payee, must be inserted by the requesting department in the *Special Payment Instructions* in Request for Payments section.

**Disbursements Procedure**

The Accounts Payable Department runs a check cycle once a week, typically on Wednesday morning. Payments are also made electronically via ACH on Tuesday morning. Foreign disbursements are paid via Wire Transactions when requested. Wires need to be approved by the requestor, Administrator, Associate Vice President of Business Services and the Treasury Department.

Payments will be made in accordance with the payment terms established for the vendor by the Manager of Purchasing.

For questions on payments, contact the Accounts Payable Department at [ap@einstein.yu.edu](mailto:ap@einstein.yu.edu).
Forms to Use

**A Request for Payment** form is used to request payments which generally include:

- Membership Dues
- Magazine/Newspaper Subscriptions
- Permits and Licenses
- Royalty Payments

This form is to be used for payments to vendors only when use of a PO or a P-card is not possible. Invoices, receipts or other supporting documentation must be attached to this form. Incomplete forms will be returned.

**A Guest Lecturer/Honorarium Request** form is used to request payment for:

- Honorariums/Outside Speakers

Use this form to obtain approval to present an honorarium or hire a guest lecturer. The definition of a "Guest Lecturer" shall include distinguished faculty, eminent or renown individuals presenting lecturers, speeches, seminars, workshops, and performances.

*Do not use this form for Albert Einstein College of Medicine staff, faculty members, or students.*

A completed W-9 form must accompany the Request for Payment to ensure that the payment is reported under the proper Federal ID number and must also be accompanied by an agenda/flyer outlining the topics of discussion that the outside speaker is to address. Request for Payments submitted that do not follow those policies will be returned directly to the requesting department.

In contrast, **Purchase Orders (Blanket Order or Non-Catalog)** should be used for actual goods or other specified services. For example:

- Consultants/Independent Contractors
- Legal Fees- (Retainers, Consulting, Expenses)
- Products/ Supplies (i.e. patients, laboratory, Books)
- All Repairs / Services
- Maintenance/Service Agreements/Contracts
- Equipment/Furniture

**Guidelines for all Non-Catalog Form**

To purchase goods and services not found in a SciQuest catalog, from contracted and other suppliers. **This form is quantity driven. If a contract has multiple even payments you may use this form. If not please use the Blanket Order Form.** This form can be used for "confirmation only" type orders. Confirmation type orders are permitted only in a bona fide emergency situation. This type of PO will only be sent to supplier if you choose the "yes" option.

**Please note:** You will need to enter "Einstein Purchasing Department" as the supplier if you cannot find a supplier in the search or if it is a new vendor to be added.

**Blanket Purchase Order**
A Blanket Order/Standing Order is a term contract or basic agreement between the University and a supplier. It is issued to a specific supplier to address recurring low dollar purchases of consumable supplies or services, for a specific period of time. A Blanket Order is issued to support an existing contract, or independently, after all terms and conditions have been negotiated.

**Guidelines for all BLANKET ORDERS:**

- Purchase repetitive specified items or categories of items from the same supplier; which are purchased and paid in a predictable manner during a certain time period, usually within one (1) fiscal year terminating on 12/31.
  - Order standard materials or maintenance supplies which require numerous shipments
  - University Purchasing bidding guidelines apply to the use of this form

You must include the following information:

- The period to be covered by the blanket agreement (cannot exceed one fiscal year)
- The previous Blanket Order number, if this is a replacement Blanket Order
- Items and/or categories of items to be covered by the Blanket Order (when available). In the case of a standing order, quantities and day/time of delivery are required
- Maximum quantities, if any
- Prices and pricing arrangement

*A Reimbursement Request Form should only be used for students and staff members.*

Accounts Payable reviews Employee/Student Payment Request forms for proper documentation, receipts and departmental approval. Forward all requests that require additional Grant, Finance, or Sponsored Grant approvals to the Finance Department located on the 11th floor in the Belfer building for review and approval prior to sending to Accounts Payable.

*(See Forms for Reimbursement Request Checklist) [Link](#)*

*(See Travel section for detailed guidelines)*

**Submit Check with Orders**

Submit Checks with Orders typically come at the request of the Purchasing Department. The request needs to be sent to Accounts Payable by 12pm for the check to be processed on the scheduled check run date, regardless of terms. Every request needs to be approved by the Associate Vice President of Business Services and the Director of Accounts Payable. Normally a Blanket Order or a Non-Catalog PO is created.

**PO Change Request form**

Use this form to request a change to a Purchase Order that has already been sent to the supplier. In order to ensure proper handling of your request, you must do the following:

- Complete Change Order Form as needed & indicated on the form.
- Please be specific with the change order description. Complete this form by providing as much detail as possible regarding the requested change.

List the correct PO number in the correct field.