

The University of Scranton
Purchasing Policies & Procedures
Use of Check Vouchers

Purpose.

The purpose of this policy is to identify the types of expenditures that should be processed on check vouchers.

Scope.

This procedure applies to all University departments.

Procedure.

When a vendor will accept a purchase order and invoice the University after a product or service has been provided, a purchase requisition should be processed and sent to Purchasing.

However, there are circumstances when a prepayment is required or a vendor will not accept a purchase order such as C.O.D. (Cash on Delivery). The University does not accept C.O.D. orders, therefore, prepayment is required. In the preceding cases, a check voucher should be processed and sent to Accounts Payable. The check voucher must be accompanied by an order form or registration form from the vendor which identifies what is being purchased stating that a prepayment is required.

Examples of the types of services which would normally fall under this category would include the following:

Books and subscriptions should be processed on a check voucher even when prepayment is not required.

Advertising/classified and display where prepayment is required.

Awards, donations, scholarships, etc.

Books purchased by the library.

Clipping services.

Conference/seminar fees along with the registration form or invoice.

Demurrage charges.

Shipping and handling charges not covered under a purchase order.

Insurance.

Licenses when an invoice is attached.

Postage.

Reprints of publications and technical papers.

Travel, entertainment, and related expenses when a travel expense report is submitted or prepayment is required for hotel reservations, entertainment, or other reservations.

Training including seminars fees where prepayment is required.

Utilities.

Miscellaneous payments for such things as deeds, elevator inspections, proofreading fees, or assessments where an invoice is attached.