

Avoid Getting Your Payment Requests Returned

- **Reminders For Expense Reports**
 - Use *Group Mea*/when more than 1 person is involved
 - Include ALL Required signatures
 - Fill in the Comments box
 - Include backup rates when converting foreign currency
 - Make sure the budget is checked
 - DO NOT include taxes for items other than meals and hotel charges
 - Include a COMPLETED (answer ALL questions) 90 day form if necessary
 - SUBMIT the report for approval
- **Reminders For Requisitions**
 - Don't forget the Vendor Code
 - Check the Hold PO from Further Processing box if an invoice is ready to be paid
 - Attach PDF file of Invoice/Quote for Non-Catalog Requisitions
 - Check the budget
 - Check requisition for approval and *PUR#* periodically after submitting
 - Enter a receiver when paying a non-preferred vendor
 - Write the *PUR#* on invoice before sending to AP
- **Reminders For DPR's/Visitor Expense Reports/Contracted Service Forms**
 - Don't Forget the Vendor Code
 - Don't Forget the ACCT code
 - Include ALL Required signatures
 - DO NOT use copies of the forms (each form contains a unique number)

