

June 2, 2008

What is a Proof of Payment?

The PSC Procedural Statement (PPS) [Payment Voucher Authorization & Use](#) lists proof of payment as a documentation requirement when processing a reimbursement. The term "proof of payment" is defined in the [Finance and Procurement Procedure Glossary](#) and reads:

Proof of Payment

Written evidence that an expense is no longer outstanding and that a specific individual or entity covered that amount. Such information is required in order to process reimbursements. Examples include:

- Original vendor receipt showing items were paid for;
- Original vendor invoice showing balance due is zero;
- Original vendor invoice showing that amount due is "Autopaid;"
- Original vendor receipt/invoice showing note that "Paid in full-cash" and vendor's signature;
- Original credit card slip or copy of credit card summary statement;
- Copy of cancelled personal check to vendor; or,
- Copy of subsequent month's invoice indicating that previous amount due was paid.

Questions? Contact [FinPro Help Desk](#) at 303.315.2846.

3 Tips to Avoid Returned PVs / TVs

When you send your Payment Voucher or Travel Voucher to the PSC, you don't want to see it back in your office, with a problem, a few days later. So Payable Services would like to share with you the top three reasons that PVs and TVs are returned to the requester. Take care to avoid these three problems – and your vouchers will be much more likely to be processed and paid as quickly as possible.

Obtain all required SIGNATURES

Familiarize yourself with the signature/approval requirements outlined in the relevant PSC Procedural Statements. The Requestor signature is required for a personal reimbursement in any amount (the requestor must be the payee); it is also required for non-reimbursement payments over \$100. The Org Unit Approving signature is always required; it cannot be the same as the Requestor's if the Requestor Signature was required. The Org Unit Approval must be an original signature.

The Administrative Compliance Approver signature applies when certain fiscal transactions, by their nature, require additional review and approval by the designated University Administrative Office. It must be an original signature.

Attach the requisite DOCUMENTATION

You will need an original itemized vendor receipt or invoice (or a good explanation as to why you are submitting a copy thereof) plus proof of payment (for a reimbursement request). Additional documentation requirements are spelled out in the relevant Procedural Statements.

Use the Correct PROCUREMENT METHOD

You can not use a TV to pay for memberships, you don't buy laboratory equipment on a PV, and so on. Be sure to use the PV form and the TV form only for their expressly described usage...Again, refer to the relevant Procedural Statements for guidance.

Questions? Contact the [FinPro Help Desk](#) at 303.315.2846.

When your SPO Voucher Doesn't Pay

The Finance & Procurement Help Desk has recently received many calls about Standing Purchase Order (SPO) vouchers. A particular source of questions has been the "SPO out of money" scenario. In this case, the SPO voucher can not be approved and the caller is unclear as to the appropriate next steps.

Why can't the voucher be approved?

When the SPO Encumbered Amount is not sufficient to cover a new SPO invoice, the voucher is saved in out-of-balance status. In other words, you will see that the voucher header amount is zero while the voucher line amount is the invoiced amount. The Balance shown in the upper right corner of the SPO Voucher Approval page is a negative amount...and you can not approve an out-of-balance voucher.

What are your next steps?

First, use SPO Inquiry (in the Finance System) to answer the following question: **Is the SPO Total greater than or equal to the SPO Encumbered Amount?** Note that these two fields can only be different if the SPO extends beyond the current fiscal year and does not use project funds.

- **If SPO Total > SPO Encumbered Amount**, there is still money in the SPO. Is there enough to cover the voucher? If yes, use SPO Adjust (in the Finance System) to encumber more of the total SPO amount so that the new obligation can be paid in the current fiscal year. Notify the Payables technician (identified on your SPO Voucher notification memo from the PSC) that you have done this. Payables will put the voucher back in balance so you can approve it.
- **If SPO Total = SPO Encumbered Amount**, there is no additional money available in the SPO. You can email the purchasing agent and request that the SPO Total be increased. (Be sure to let the purchasing agent know that there is a voucher waiting to pay.) In this case, the purchasing agent will copy the appropriate Payables tech when emailing you to confirm the SPO Total increase. Payables will then put the voucher back in balance so you can approve it.

An additional, related question often posed to FinProHelp is this: **I know I didn't approve my SPO voucher...but I can't find it in the SPO Voucher Approval component...why?** If Payables knows that a change order (such as described above) is pending on an SPO, they place the voucher on WCO (Waiting for Change Order) Hold. SPO vouchers on WCO Hold do not appear in SPO Voucher Approval. When the change order is complete, Payables will change the Hold reason back to SPO Hold...and you will be able to approve the voucher.

Want to learn more about SPOs and SPO Vouchers? Take a look at our several [Step-by-Step Guides](#) on the topics.

Colorado Correctional Industries (CCI) Survey

Don't forget: The [CCI customer survey](#) is available through Monday, June 16.

Faison/Corporate Express Sessions

Event details and registration are available on the [PSC home page](#).