

November 2, 2011

Payment Vouchers & the Marketplace: What You Need to Know

The Payment Voucher is now an electronic form within the CU Marketplace. You use this form to authorize payment for invoices when a purchase order or other commitment voucher is not applicable.

What can you pay using the Marketplace Payment Voucher? For a complete list, see the [PSC Procedural Statement Payment Voucher/Authorization](#) – or look at the dropdown list of payable items found within the Marketplace Payment Voucher form itself. **Reminder:** The PSC Procedural Statement (PPS) also identifies items that are payable using the Payment Authorization (PA) form. This form is available on the [PSC web site](#). Use the right form – electronic Marketplace Payment Voucher vs. paper Payment Authorization form – for the item you want to pay! Also remember that the PSC no longer accepts the old paper Payment Voucher (PV) form.

Payment Vouchers typically require supporting documentation in order to process the payment. The PPS also identifies this critical information. Don't forget to attach all needed materials to the Marketplace form when you create the Payment Voucher. Examples of commonly needed documentation include invoice, HR-approved Scope of Work form, HR-approved Honorarium form.

In the Marketplace, you add the completed Payment Voucher form to a shopping cart. When the cart is submitted as a requisition, it always requires financial approval regardless of dollar amount. After financial approval is obtained, the requisition becomes a voucher for PSC Payable Services to review and process.

If you forget to attach the required documentation to the Payment Voucher, you will be notified of the omission by PSC Payable Services staff. They will also contact you regarding any other problems with the Payment Voucher in the Marketplace.

If you receive an email from an AP Technician asking for additional documentation, simply look up the voucher in the Marketplace and then attach the required documentation to it.

How do you find a voucher in the Marketplace? Marketplace vouchers begin with the letter S. The email from the PSC will refer to this voucher number. The easiest way to look it up in the Marketplace is by using the **search box in the upper right corner of the screen** (just under the shopping cart icon).

To add documentation to the voucher: Use “add a Comment” (this allows you to add an attachment).

Remember: Only 1 invoice per Payment Voucher...and only 1 Payment Voucher per shopping cart. This will ensure that only one warrant is processed for each invoice.

Do not use a Payment Voucher to submit an invoice against a PO or SPO. (Instead, email PO and SPO invoices directly to APInvoice@cu.edu.)

Why You Should Get the New Travel Card

There are many reasons why individuals who travel should apply for the new corporate liability Travel Card. (In fact, some individuals who arrange travel for others may also find it very helpful in fulfilling their responsibilities.) Following are just a few examples of some of the benefits of applying for, and using, the new Travel Card:

- When you use the new Travel Card to book hotels and rental cars online, you can enable e-receipts to come to you directly from the vendor, through the Concur Travel & Expense System.
- With some rental car vendors, the new Travel Visa card provides insurance.
- With corporate liability, the cardholder does not pay the bill. This is convenient under ordinary circumstances of travel – but is especially helpful when a traveler needs to pay for a hotel well in advance of his or her trip.
- In many cases, the card is tax exempt. This can help stretch the department's travel budget.
- And last, but not least in this list...The new Travel Card transactions automatically feed into the Concur Travel & Expense System. (Personal Travel Card transactions did not.) This facilitates expense report building and reconciliation/reimbursement after the trip.

To apply for the new Travel Card, complete and submit the [Cardholder Application-Travel Card](#).

Reminder on Old Travel Cards

The old (personal liability) Travel Cards will be cancelled and no longer valid as of November 15, 2011.

Speaking of Payment Vouchers...

For more detailed instructions on the use of Payment Vouchers in the Marketplace, please refer to the Payment Voucher Step-by-Step Guides (recently revised!) on the [Marketplace Learning Resources website](#).

Marketplace Upgrade Reminder

The CU Marketplace will be unavailable during the first weekend in November (from 8 pm on Fri, Nov 4 through 10 am Sun, Nov 6) due to a system upgrade. You will not see much of a difference in the new upgraded system.