1. Purpose/Introduction

The purpose of this procedure is to outline the process for requesting payment for expenditures.

2. Definitions

This policy applies to all University departments, units, and divisions, to request a payment through Accounts Payable for activity not generated through SpartanMart Requisition and Purchase Order process or via PCard.

3. Procedural Steps

Form BANFIN-32, Expenditure Authorization, is only utilized as a request for payment for those goods and/or services which are specified by the Purchasing Department. This form is to be completed by the department, school, or office incurring the charge.

Form BANFIN-32, Expenditure Authorization – Requesting Payment

- Form BANFIN-32 is initiated by the Academic and Administrative departments as a request for payment for those items not requiring a Purchase Order or paid by the Purchasing Card (PCard).
- The department requesting payment completes all sections of the form except for VENDOR NUMBER, ADDRESS CODE/SEQ, DOCUMENT#, TRANSACTION DATE, BANK, CM, DUE DATE, 1099 TAX ID, and COA. In instances where the Vendor/Payee and the Authorized Signer are the same person, the BANFIN-32 should be prepared by another person. The items which are not to be completed by the users are shaded.
Upon completion of the form, the Expenditure Authorization and all related invoices/receipts are sent to Accounts Payable for authorization. Expenditure authorizations must be filed within 45 days of the date of invoice/receipt.

- Any disallowable expenditures are not paid and the request for payment is changed to the amount that is payable. The department is notified of any disallowable charges.
- Transmit form BANFIN-32 and all related invoices/receipts to the Office of Accounting Services for audit.
- The Office of Accounting Services (Accounts Payable section) issues a check to the vendor noted on the form and charges the proper fund.

**Preparation of Form BANFIN-32, Expenditure Authorization**

**TO BE COMPLETED BY PURCHASER**

- PREPARED BY: Name of the person preparing the form, and the date of its preparation.
- DEPARTMENTAL APPROVAL: Signature of person responsible and date. (This person must be listed in the Banner Finance System as a person who has authority to obligate expenditures for each fund listed on this form.)
- SELECT ONE: Check the block for “US Citizen or Res. Alien” or the block for “Non-Res-Alien”. If a non-resident alien, a completed form NRA 001 must be attached.
- VENDOR/PAYEE: Name of vendor or full name of the individual to whom the check is written.
- ADDRESS: Remit to Address, city, state, and zip code of the vendor or payee.
- INVOICE DATE: Date that appears on the invoice (in MMDDCCYY format).

Expenditure authorizations must be filed within 45 days of the invoice/receipt.

**FOR EACH INVOICE**

- VENDOR INVOICE #: Invoice number for which payment is being requested.
- COMMODITY/DESCRIPTION: A description of items purchased for which payment is being requested.
- INDEX/FUND, ACCT: Six-digit index/fund and six-digit account to which this portion of the purchase is being charged.
- AMOUNT: The amount of each invoice for which payment is being requested.

**FOR ALL INVOICES**

- TOTAL: Sum of invoice amounts for which payment is being requested.

As applicable, check **Emp. (Employee) Refund/Exp Reimb**. If checked, enter **Univ. ID#** to ensure payment to the correct payee, rather than someone with a similar name.

As applicable, check **Stud. (Student) Refund/Exp Reimb**. If checked, enter **Univ. ID#** to ensure payment to the correct payee, rather than someone with a similar name.
As applicable, check Other, with clarification of vendor/payee.

- REQUIRED FOR ENTERTAINMENT PURPOSES: For entertainment purpose expenses, complete Who, What, When, Where, and Why fields to clarify these expenses.

- DEPARTMENT, ADDRESS, AND PHONE: The department’s name, campus address, and campus phone number.


BANFIN-32

5. Revision Table

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<th>Revision #</th>
<th>Section #</th>
<th>Summary of Changes</th>
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