Business Manager Meeting

Invoice Processing
Invoice Processing Suppliers

- Suppliers must be registered in Workday
- Foreign suppliers are paid via wire transfer
  - A completed form AS493, Wire Transfer Request, is required
- International guests – governed by FASOP: AS-04
  - Contact Jessica Hodgkins or Valery Sonnier for tax implications on Non-Resident Aliens
- Supplier invoice is required for payment
  - We cannot pay from Quotes/Packing Slips/Proforma invoices
Direct Charge Invoices

- For suppliers that accept credit card for payments
  - We encourage department support to use LaCarte to pay the direct charge invoice

- Submit all necessary documents with the invoice
  - One form AS580, Direct Charge worksheet, per supplier invoice
  - PUR-522 required for awards and trophies, promotional items, and use of LSU Logo
  - Dean/Department Head approval for Membership dues

- Complete the AS580 form in its entirety
  - Purpose of purchase completed
  - Signature required
Purchase Order Invoices

- Do not attach the invoice to the Receipt – we are not notified by Workday.

- Worktags cannot be changed on a PO supplier invoice. A Change Order must be completed on the purchase order.

- Change orders cannot be processed on Punchout POs
  - If the Worktags are incorrect, a Journal Entry will need to be processed after the invoice is approved

- Purchase Order close requests should be sent to purchase@lsu.edu.
Special Meals

- AS499 - Request for Approval of Special Meal form is required

- Guest List required for the below meals
  - Breakfast
  - Lunch
  - Dinner
  - Buffet Reception - Dinner
## Special Meals – Business Purpose

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Meal – No Travel</td>
<td>Meals for LSU affiliated persons not in travel status</td>
</tr>
<tr>
<td>Special Meal – Travel</td>
<td>Meals including interview candidates/speakers/guests</td>
</tr>
</tbody>
</table>

- Business purposes dictate where the Expense Reports route in AP
- Selecting the incorrect purpose will cause delay in the audit process
### Special Meals – Spend Categories

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC0070</td>
<td>Special Meal – Refreshments</td>
</tr>
<tr>
<td>SC0103</td>
<td>Special Meal – Business Meeting/Event</td>
</tr>
<tr>
<td>SC0104</td>
<td>Special Meal - Recruiting</td>
</tr>
<tr>
<td>SC0105</td>
<td>Special Meal – Sponsored Programming</td>
</tr>
<tr>
<td>SC0013</td>
<td>Events Funded by Participant Registration</td>
</tr>
</tbody>
</table>

- SC0061 – Food for Human Consumption
  - This should not be used for a Special Meal
Final AP Settlement Runs

- Final Settlement Runs for calendar year 2022
  - Wednesday, December 21

- Invoices should be approved by 6:00PM, December 21 to be included in the final run for 2022

- Special handling or emergency check requests should be sent to:
  - Jessica Hodgkins, jhodgkins1@lsu.edu
  - Valery Sonnier, vsonnier@lsu.edu