Process:	Voucher Entry Instructions		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	5/7/2025

Introduction:

Financial vouchers are used to issue payments for transactions under $5,000, including supply purchases over $2,500. **<u>Supply purchases less than $2,500 are not allowable through the voucher process</u>** <u>as using MarketPlace or a university-issued procurement credit card (PCard) are less costly and more efficient.</u>   Generally, we shop at MarketPlace first. For purchases allowable as PCard transactions, use of a PCard is our preferred method of issuing payment.
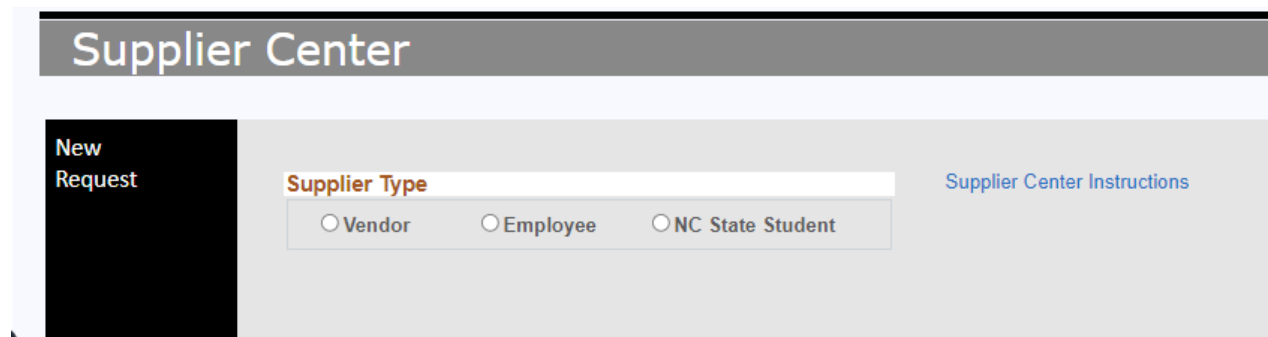
General Process:

Gather the required supporting documents using the Payment/Reimbursement Request Form or an FVR form, and then create a financial system voucher. The Office of Financial Services reviews and approves vouchers prior to routing the request for payment generation. The university Controller's Office generates payment based on the voucher information. Payments should be received within 30 days of receipt of the request.

Voucher Entry Process:

A. Identify and verify supplier data and/or add new supplier:

1. **Access the Supplier Center and Search for your desired supplier:**
   (MyPack Portal>Financial Systems>Financial Quick Nav>Supplier Center)
   a. Select the appropriate Supplier Type

   b. Enter the supplier's name, and click the Search box. Possible supplier matches will appear on the screen.

   For employees and NC State students, their associated employee ID and department is displayed with their supplier ID. The supplier ID is different from the employee ID. Locate the desired supplier and record the associated supplier ID on the Financial Voucher Request. *Please note: Employees and Students must change their own addresses using Employee or Student Self Services under Personal Information. Changes update overnight*

For vendors listed, a red or green connection status is displayed indicating whether a supplier has been established to receive payments from the university. If the desired supplier is listed and the status indicator is green, record the associated supplier ID on the Financial Voucher Request. If the desired supplier is listed, but the status indicator is red, click the "Invite to Connect" text.

| Supplier ID	Supplier Name	Status	
0000000013	Horticultural Research Institute	🟢	View Addresses
0000000134	Sears Roebuck & Co	🔴	Invite to Connect
0000000145	Raleigh Rubber Stamp & Seal Co	🔴	Invite to Connect
0000000189	Texas A&M Research Foundation	🔴	Invite to Connect
0000000287	University Corp for Atmospheric Research	🔴	Invite to Connect

2. **Adding Vendor to Vendor System:**
   a. If the desired supplier is not listed in the search results, click the "Invite Supplier/Check Invite Status" box beneath the search results.

0000000287	University Corp for Atmospheric Research	🔴	Invite to Connect

If your Supplier does not appear in the list, click here: Invite Supplier/Check Invite Status

   b. To invite your desired supplier to establish themselves to receive ACH payments from the university, you will need to confirm (1) payment could not be rendered via PCard, (2) the item or service is not available through MarketPlace, and/or (3) the supplier is being established to facilitate a requisition or contract. To confirm these statements as true, click the "Yes" button.
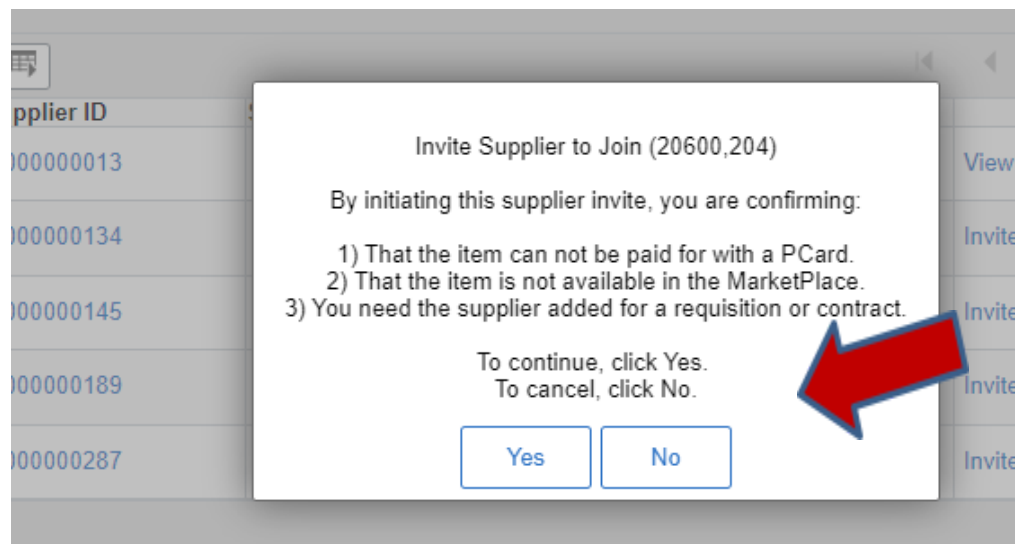
c. The system will route you to our third-party vendor, PaymentWorks. Click the "Send Invitation" button on the left side of the screen and provide the "Invite New Vendor" information.
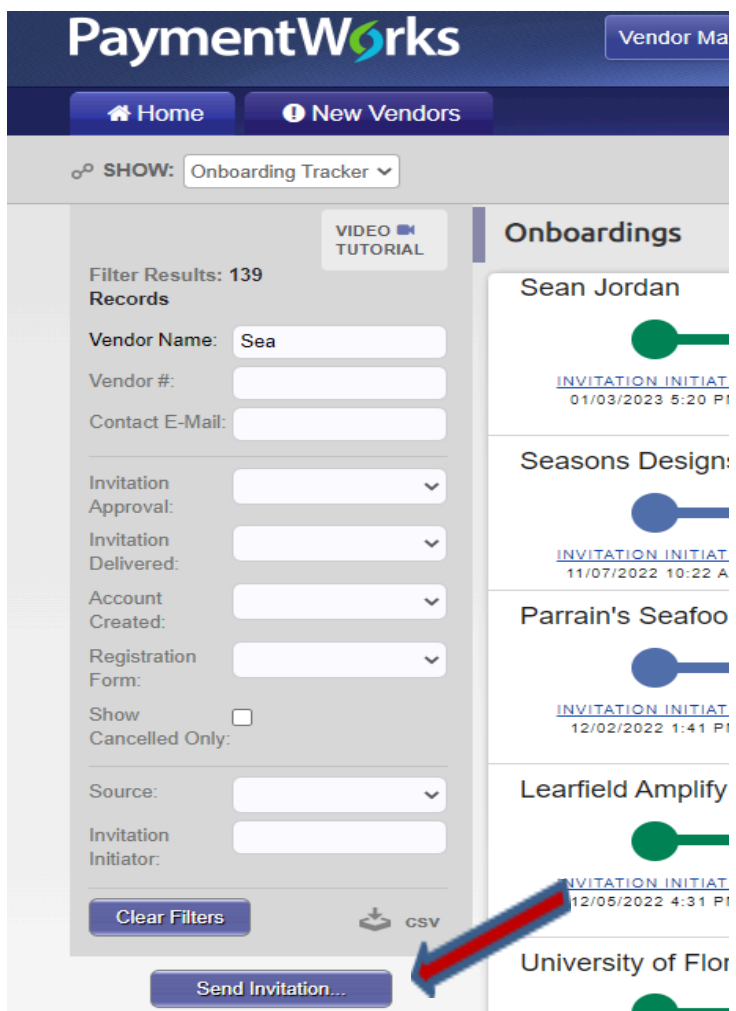
d. An invitation will be emailed to the Supplier with a request for personal payment information. Please follow-up with the Supplier to provide assurance the PaymentWorks email is a legitimate request on the behalf of the University.

e. Once all information is received and approved by PaymentWorks, a supplier ID will be generated and emailed to you. Record this supplier ID on the Financial Voucher Request.

B. Step-by-Step Entry Instructions: Follow the guidance provided, beginning on page 2.

Specific Documentation Required for Purchases that Include Alcohol:
- **Appropriate prior-approved** alcohol purchase authorization form
- Alcohol charges must be identified on the receipt/invoice
- Event announcement, visitor agenda (something to substantiate the event)
- List of attendees

Specific Documentation Required for Personal Reimbursements:
- Multiple purchases that are not travel-related can be combined on the same FVR.
- Food and non-food items should be identified on the receipt/invoice.
- If an alcohol purchase is included, refer to *Specific Documentation Required for Purchases that Include Alcohol*
- If reimbursement is travel-related, refer to *Specific Documentation Required for Prepaid Travel Reimbursements*

Specific Documentation Required for Prepaid Travel Reimbursements:
- A fully-approved travel authorization is required, and must be notated on all requests, for all travel expense prepayments.
- A traveler may pay for allowable travel expenses prior to the travel dates (prepaid expenses). There is no time constraint on requesting reimbursement of prepaid expenses via a voucher request, except when travel begins prior to June 30th and ends after June 30th, thereby crossing from one fiscal-year into another. If the domestic travel is crossing fiscal years, the travel must be completed by July 31st for the request for reimbursement of prepaid expenses to be allowable. If the international travel is crossing fiscal years, the travel must be completed by Aug 31st for the request for reimbursement of prepaid expenses to be allowable. Reimbursement of prepaid expenses may always be included on Travel Reimbursement Request submitted after travel has been completed.
- Due to the time needed to process a voucher request in the financial system, reimbursement requests for prepaid expenses cannot be processed within three weeks of the travel begin date; these expenses should be included on the Travel Reimbursement request upon completion of the travel.
- Include documentation of the travel business purpose, e.g., conference webpage (date, time, location, and registration rates), meeting agenda, research goal(s), and/or e-mail from event organizers (something to substantiate the event).
- Translate any foreign invoices/receipts and provide currency conversion sheets OANDA is the www.oanda.com/currency/converter preferred website for conversions.
- **Do not** include non-travel related expenses with a pre-paid travel reimbursement voucher request.

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Specific Documentation Required for Invoice Payments:
- If payment is to an individual providing service, a contract and independent contractor checklist is required. Both should be uploaded to the contract portal for **approval prior to the start of each job**; then a copy of both should be submitted with the FVR.

Specific Documentation Required for Honoraria:
- **Employees and Students are not eligible to receive Honoraria payments**
- **International Suppliers must first be cleared through the International Compensation & Taxation Office before agreeing to payment.**
- Copy of email, letter of invitation, event announcement/flyer
- If desiring to present the honorarium at a ceremony, allow three (3) weeks for processing and check pickup.
- Please indicate if the department or recipient will pay any required tax withholdings in the purpose section of the FVR. For honoraria payments exceeding $1,500, or if the recipient's total from NCSU during a calendar year exceeds this amount, a NC state tax of 4% will be withheld as well. Honoraria payments to foreign nationals may be subject to federal tax withholding; please contact the International Compensation & Taxation Office.
- **Please Note: If travel expenses are to be reimbursed to the honoree, the expenses must be included with the honoraria payment. A separate travel reimbursement is not allowed.** controller.ofa.ncsu.edu/thetravelcenter/before-the-trip/honorariums

Specific Documentation Required for Awards:
- For **student awards only,** contact Academic and Faculty Affairs Director of Student Recruitment, Retention and Engagement (Dara Leeder). Awards are never processed on state funds; in most cases, enhancement or endowment funds are used. If you are using grant funding, work directly with the College Research Office. Remember, awards for students can only be paid via Office of Scholarship and Financial Aid to currently enrolled NCSU students. Requests must be submitted in time to be processed while the student is enrolled. It is strongly recommended that requests be submitted at least 30 days prior to the end of an enrolled semester. This is true for all students, but particularly important for graduating students.
- Documentation of the award process and/or selection notification is required.
- Full name of recipient, email address, physical address, and association to NCSU are required.
- If the recipient is an employee, the award amount may be taxable. Employee awards will require a pre-approved Non-Salary Compensation Form, located on the Office of Financial Services website
  Important: Any award payment could be subject to taxation.

Specific Documentation Required for Gifts:
- Purpose for gift-giving
- If presenting the gift at a ceremony, allow three (3) weeks for processing & check pickup
- If the recipient is an employee, include employee name; gift value may be taxable.
- Employee gifts may require prior Board of Trustee approval. Please see additional reference for Prizes and Awards.

Specific Documentation Required for Computer Hardware & Software:
All Computer hardware and software purchases must be approved by CHASS Information Technology (IT) an email with their approval uploaded or attached

Important: <u>Any</u> gift payment could be subject to taxation.

Additional References:
    Vendor Payments: **http://controller.ofa.ncsu.edu/vendor_payments/**

    Alcohol Purchase: **http://busoffice.chass.ncsu.edu/principles.php**

    Honoraria for Foreign Nationals:
    https://controller.ofa.ncsu.edu/tax-compliance/foreign-national-tax-compliance/foreign-national-honoraria/

    Honoraria:
    https://controller.ofa.ncsu.edu/thetravelcenter/before-the-trip/honorariums/

    Prizes and Awards
    https://controller.ofa.ncsu.edu/files/2014/05/Prizes-and-Awards-Taxation-of-Gifts-Prizes-and-Awards-FINAL-5.19.2015.pdf