

INSTRUCTIONS

SPECIAL PURPOSE INVOICE TRANSMITTAL CHARLES RIVER CAMPUS

Accounts Payable Special Purpose Invoice Transmittal is used to pay a vendor for goods and services that do not require a Boston University purchase order. Use this form to process multiple invoices from the same vendor charged to a single account distribution.

The invoice must name Boston University as "sold to" and provide detail of what goods and services were provided. Only original invoices will be acceptable for payment. Packing slips, file copies, and vendor statements will not be accepted for payment.

A. Document Control:

All Accounts Payable forms have a document control number. The document control number is a key reference for inquiry into the status of the Special Purpose Invoice Transmittal. For Accounts Payable inquiry functions request GALAXY permit APPO or Invoice Display on the Business Link.

B. Payee Information:

Fill in the company or individual's name to which the check is to be paid. This name/entity must match the one listed for the Social Security or Federal Identification number. The full address of the payee, including zip code is needed.

C. Taxable Income

The payee's Taxpayer Identification number (Social Security or Employer Identification number) must be provided for all taxable income items, including prizes and awards, honorariums, independent contractor payments, legal services, medical/health care payments, rents and royalties. If a taxpayer ID is required for this transaction we must have an IRS form W-9 attached to the Special Purpose Invoice Transmittal or one already on file.

To download Form W-9 visit:

<http://www.irs.ustreas.gov/>

D. Disposition of Check:

Boston University maintains a database of all vendors receiving payments. Payments involving a vendor invoice will be mailed to the vendor address on file in the Vendor Database.

E. Invoice Number

The invoice number is a number assigned by the vendor to identify his bill for goods or services and his request for payment. The length of this field is 21 characters. Enter the vendor's invoice number. Always use letters and zeros that come before or after the invoice number. Do not include dashes (-) or slashes (/). Do not put spaces between numbers.

F. Invoice Date

Always use the invoice date referenced by the vendor. Enter the invoice date in the format MMDDYY. Invoices received by Accounts Payable are paid in accordance with the terms stated by the vendor. The University assumes terms of net thirty (30) days from the invoice date if no terms are stated on the invoice.

G. Invoice Amount

The invoice amount entered on the Special Purpose Invoice Transmittal must agree with the total due on the vendor's invoice. It must not include any balance forward amounts. Accounts Payable cannot process partial payments or altered invoices. Obtain a corrected invoice from the vendor, or request a credit memo if a credit is due. This is a 15-digit field with 2 decimal places. However, it is not necessary to enter the dollar sign.

H. REQ Number (optional)

Requisition Number. A six-character field.

I. Account Distribution:

This section is used to charge the specific budget for the expenditure. Indicate the fund, unit, department account(s), object code(s), allowable vs. unallowable for facilities and administrative cost recovery. The web address to view expense object codes is:

<http://www.bu.edu/cfo/comptroller/resources/income-object-codes/>

Indicate the amount to charge each account, the worksheet will calculate the "Total Amount to be Paid".

J. Payment Approved and Accounts Authorized by:

Completed by persons authorized to approve expenditure on the account(s). Print name, extension, E-mail address: the individual to contact if questions should arise.

Additional approval:

Individual departments may have internal policies, which may require additional signatures.

Routing Information:

Route the completed Special Purpose Invoice Transmittal and related supporting documentation to one of the following departments:

Type of Account:	Route to:
Unrestricted, Balance Sheet	Accounts Payable 25 Buick Street
Restricted -5, -6, -7, -8 Cumulative total less than \$1,000	Accounts Payable 25 Buick Street
Restricted -5, -6, -7, -8 Cumulative total equal or greater than \$1,000	Grant & Contract Accounting 25 Buick Street

The requesting department should retain a file copy.

Further Assistance:

The Accounts Payable department can be reached in any of the following ways if you need further assistance:

* [Send E-mail](#)

* Phone: (617) 353-4270

* Fax:(617) 353-3600

* Website : <http://www.bu.edu/comp/acctpay>