

**Jackson State University**  
**Division of Finance & Operations**  
**Office of Financial Services**

## **Guidelines for Processing Accounts Payable Checks/Direct Deposits**

The following items are required to process payments for all vendors and consultants:

- ❖ Completed IRS, [Form W-9](#), *Request for Taxpayer Identification Number and Certification*

Submitted requisitions must include:

- ❖ Valid identification number (J#)
- ❖ Current mailing/business address
- ❖ Index Code or Fund, Organization (Org), and Program Code
- ❖ Invoice, Receipt or Award Letter (Which ever is applicable)
- ❖ Signature from Requisitions or Grants & Contracts authorizing payment
- ❖ Stamp of date received in Requisition

If requisitions are submitted for:

- ❖ Membership dues, subscriptions, registration and advertisements, the following documents must be completed and attached:
  - Membership invoice
  - Subscription renewal form
  - Letter of Sponsorship and copy of ad
  - Registration Forms
  
- ❖ Student awards and stipends the following must be included:
  - Current mailing address (**No Departmental PO Box**)
  - Letter acknowledging participation
  - Award Letter
  - Time Card or Time Sheet

All original invoice(s) processed via purchase orders (PO) should indicate the assigned PO number and the signatures authorizing payment. Invoices should be forwarded to Accounts Payable in the Office of Financial Services.

Vendor payment status of Requisitions and PO's can be viewed on [JSU P.A.W.S](#)

Checks and direct deposits will be processed upon meeting the requirements indicated above if the Accounts Payable Office receive the requests by 3:00 pm on Monday\* and Wednesday\* of each week.

Requisitions without the proper authorization (initial & stamp), from the purchasing agent or Grants and Contracts, will be returned to the Requisition Office in University Strategic Sourcing Services or Grants & Contracts.

Please note that payments on PO's are paid net thirty (30) days from the invoice date unless arrangement have been made with the Senior Vice President of Finance and Operations.

Checks will not be placed in departmental post office boxes.

**All checks will be mailed or direct deposited.**

\*Subject to change

