

Jackson State University

Division of Business and Finance
Business Office

Guidelines for Processing Accounts Payable Checks/Direct Deposits

About Accounts Payable:

The Accounts Payable (AP) department consists of 4 team members: accounts payable manager, two (2) accounts payable clerks, and one (1) check disbursement clerk. AP processes payments to the university's vendors including consultants and payroll liabilities.

Disbursements are divided by vendors alphabetically and processed by the following clerks:

- Glenda Ball, AP Manager - (601)979-2919
- Lekeitha Franklin, Accounts Payable Supervisor - (601)979-2348
- Tomeca Wilson, Accounts Payable Clerk - (601)979-2854
- Tomeca Wilson, Check Disbursement Clerk - (601)979-2954

Invoices should be mailed to our P O Box office 17250 or hand delivered to the second floor of BF Roberts.

Valid Invoice should contain the following:

****Good/Services***

Vendor name

Vendor address

City, State, and Zip Code

Telephone number

Purchase Order Number

Itemized description of goods or services received (**must match purchase order**)

Amount

If the vendor delivered the item(s) directly to the department or the item(s) are pick up by the department please forward the invoice to the accounts payable department. Contact Central Receiving to make them aware that the item has been received by the department.

****Stipend/Award***

Purchase order number

Student complete address

J Number

Date

Amount

Description (award letter)

Department Signature(s)

****Consultant Payment***

Name

Address

Date

Telephone number

Invoice (Description of the services)

Amount

Purchase order number

Signature from the department

Form W-9 on file or attached

****Reimbursements***

Original receipts taped on a 8.5 x 11 sheet of copy paper

Sign the receipt(s)

Purchase order number

Can not process with the following:

A quote

A statement

A proposal

A fax copy of an invoice

Prepaid (it is not the university's policy to prepay for items)

A purchase order only, need original invoice

NOTE: Documents that are submitted to Purchasing are not forwarded to Accounts Payable.

Invoices must be electronically approved by the department via JSU PAWS.

We process checks once a week on Wednesday, verify on Thursday and mail on Friday. ACH Wednesday funds in banking accounts on Friday.