

Helpful Information:

- Registrations cannot be paid prior to 90 days before the event without prior approval. If the trip is over \$500 then the Request for Travel needs to be provided with registration forms for payment.
- The purchase order should include dates of service for subscriptions, membership dues and maintenance.
- If paying individuals Accounts Payable requires an address to mail the check. Even if the person is being paid electronically, the correct mailing address is required and should be provided. You should confirm the address, especially if a student is being paid. Students usually have several addresses in Banner and do not always keep them up to date. Sending checks to incorrect addresses cause delays and extra work.
- Contract item purchases should be coordinated with Procurement and Contracts, (Only authorized individuals can sign contracts on behalf of Radford University) include the contract number on the purchase order and include to whom and where the payment should be sent in the contract. If the vendor will invoice, note as such.
- Employee payments must be processed through Payroll unless there are special circumstances.
- Food and Beverage purchases must comply with the Food & Beverage Policy. Before payment can be made a list of attendees, and the name of the event with business justification should be included with the purchase order and/or submitted with the invoice. If requesting above the M & IE rate the travel designee signature should be provided.
- An exclusive beverage contract exists with Coca-Cola Bottling Company Consolidated. All beverage purchases must be Coca-Cola products. A list of products is included in Appendix B of the Food & Beverage Policy (carbonated drinks, water, juice, etc.).
- Lodging, invoices should include the purchase order number. The bill must be itemized with taxes broken out. There should be no food or safe charges on direct bill lodging.
- Enter receiving promptly. Not doing so could result in delayed payment.