



FLORIDA STATE UNIVERSITY FOUNDATION

Accounts Payable FAQs

- Can a disbursement request be submitted electronically?

No. The Foundation requires original signatures for processing.

- When is a supervisor's signature required?

A supervisor's signature is required when the payment is made to or on behalf of an FSU employee.

- Who is the Responsible Party and when is their signature required?

The Responsible Party is the highest level of authority in an academic unit usually a Vice President or a Dean. The Responsible Party's approval is required to pay compensation to an individual for services rendered and/or for any payment exceeding \$1,000.

- If I am picking up a check, do I have to include Payee/Vendor address on the disbursement request?

Yes. A home address is required for individuals and a remittance address is required for vendors.

- Why must I provide Payee Type?

Policy and procedures can differ based on "Payee Type" so this allows for proper processing.

- If I have several invoices for a vendor, do I need to do a separate request for each invoice?

No. You should include them all on one disbursement request.

- What do I do if the payee is not available to sign the disbursement request?

The payee signature line is intended for reimbursements or advances to individuals and is usually required. If the payee is not available to sign due to an extended absence without access to e-mail, include the reason for no signature.

➤ What information do I need to include under “Detailed Business Purpose and Explanation of Expenses”?

Include the “who, what, when, where and why.” Justification that the expense meets IRS regulations and donor intent is required. If there are multiple receipts to be paid, you do not have to list them separately in this area.

➤ Do I need an itemized receipt?

An itemized receipt is required for auditing purposes. If an itemized receipt is not provided, a listing of what was purchased may be allowable. Itemized meal receipts are required per IRS regulations.

➤ Can gas expenses be reimbursed when using a personal vehicle?

No. State mileage rates apply when travel occurs by personal vehicle. Documentation verifying number of miles traveled must be attached to the disbursement being submitted. Documentation can be a web map for directions with miles or odometer reading from start to finish. Vicinity miles should be explained.

➤ Why is a departure and return time required for travel reimbursements?

When claiming per diem meals departure and return times are required for calculation of meals.

➤ Why is proof of the exchange rate for foreign travel needed?

Proof of the exchange rate for foreign travel is needed to document the correct U.S. Dollar amount. The best proof is a bank or credit card statement; however, if one is not available, proof of the conversion rate can be obtained from www.OANDA.com.

➤ How long does it take to receive payment?

The Disbursement department within the Foundation issues payments as often as possible. Requests that are received with all necessary approvals and documentation should be paid within 10-14 days of receipt.

➤ What do I do if a check is lost?

Please wait 30 days before requesting a check be reissued. When checks are mailed, the post office returns all undeliverable mail back to the Foundation. The 30 day waiting period gives the post office time to return the check to the Foundation.
