



NORTHERN ARIZONA UNIVERSITY

Contracting and Purchasing Services

Accounts Payable Tips

Send all correspondence to: nau-accountspayable@nau.edu

1. All social security numbers must be redacted before sending documents to A/P.
2. For invoices, include the VENDOR name, AMOUNT of the invoice, and any special requests in the SUBJECT line of your email. Nothing is necessary in the body of the email. Only send one invoice per email.
3. For Expense Report documentation, put only the Expense Report number in the SUBJECT line of the email. Preceding zeroes are not necessary.
4. Whenever you are purchasing or reimbursing for food, include a Business Food/ Reimbursement form, signed by a Vice President or VP designee. Tips should be below 20%. When removing the cost of alcohol (which is never reimbursable) from a receipt, also remove the tax and tip associated with that alcohol.
5. Only NAU employees are allowed to pick up checks in A/P.
6. Check Requests are only for refunds or reimbursements to non-NAU employees. A vendor does *not* need to be added to the vendor table if they are just receiving a refund or reimbursement by check.
7. Always pay invoices in a timely manner and regularly check reports to make sure submitted payments have been processed correctly.
8. When paying fees to the US Department of Homeland Security, create only one PO/RC, adding a line for each check required.
9. Accounts Payable is happy to visit with departments to provide guidance on specific department needs.

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