

VENDOR CONTROL & CHECK DISTRIBUTION

VENDOR CONTROL

Policy: Division Administrators are responsible to ensure that all vendors are bona fide.

Discussion: The Purchasing Department has delegated all responsibility for buying and paying for most goods or services under \$2,500 to local units. This includes ensuring that vendors are bona fide or legitimate: i.e. they exist, they are not owned by or related to UC employees, and are able to deliver the type and quality of goods or services needed on a timely basis.

Because each division is different, selection of vendors may be made centrally or decentrally (e.g. in labs or other locations). Accordingly, each division administrator will establish or approve procedures that will ensure that all vendors meet the definition of bona fide/legitimate and ensure that appropriate training is delivered.

CHECK DISTRIBUTION

Policy: Except as discussed in the next paragraph, checks payable to vendors (or employees in the case of reimbursement checks) are delivered directly from Accounts Payable to the payee, and may not be distributed to a third party without written permission from the payee.

Discussion: Occasional or rare exceptions are expected, and a common exception is an honorarium, which will be presented to a speaker or visitor. Occasionally a check must be presented to a vendor at an event (e.g. musicians and restaurants often require payment at the event). **Just attach a note explaining why an exception is needed.**

Employee reimbursement distribution is identical to payroll distribution: direct deposit or check. If a check, the address will follow the payroll address (home or UC address).

If the employee sends a written request to Accounts Payable (copy to DOM Business Office), reimbursement checks may be directed wherever the recipient directs (home or UC address). An employee may even direct that the check be directed to a third party such as an administrative assistant: so long as the employee puts this into writing and sends a copy to Accounts Payable and to the DOM Business Office (Attn: Karen Lauritzen, Box 1211).