

CHECK/WIRE REQUESTS TO PAY TULANE INTERNATIONAL VENDORS

RESPONSIBLE TULANE INTERNATIONAL OFFICIAL:	Controller ¹
RESPONSIBLE TULANE INTERNATIONAL OFFICE:	Controller's Office
COORDINATING DEPARTMENTS:	Financial Services ²
ISSUED DATE: February 1, 2010	EFFECTIVE DATE: February 1, 2010
LAST REVIEWED DATE: June 1, 2016	NEXT REVIEW DATE: June 1, 2017

WHO NEEDS TO KNOW THIS POLICY: All individuals who submit request for reimbursement to Tulane International

WEBSITE ADDRESS FOR THIS POLICY: <http://tulane.edu/asvpr/ora/policies.cfm>

I. Policy

This policy is being adapted to ensure consistency of action with respect to the submission of and processing requests for payment to Tulane International.

Requests for payment must be submitted and otherwise comply with the 7-Step process described below. Additional guidance can be found in the decision tree attached to these policies and procedures.

II. Procedures

STEP ONE-REQUEST FOR PAYMENT:

- a. Requests for payment may be initiated by a Tulane University ("TU") unit or by in-country staff (either TU or Tulane International) and then forwarded to the appropriate TU unit (e.g., Payson Center, the School of Public Health, etc) for review.
 1. Request should be made on the **Tulane International Request for Payment Form** (located at <http://tulane.edu/asvpr/ora/policies.cfm>).
 2. If a wire transfer is required, the **Tulane International Wire Transfer Form** (located at <http://tulane.edu/asvpr/ora/policies.cfm>) must be completed.
- b. Check requests should specify whether the check should be sent directly to the payee or to the requesting unit which in turn will deliver the check to the payee.

STEP TWO-TU UNIT REVIEW:

- a. An authorized person from the TU unit must timely review the request and authorize the payment request.
- b. If the expense is billable to a TU general fund or to a TU grant, the TU unit must complete the **TU Request for Payment Form** payable to Tulane International, to reimburse Tulane International for the expense and to charge the appropriate TU general ledger and/or grant account. The **TU Request for Payment Form** must have the approval of an individual who is authorized to sign on the TU account.

¹ Tulane International purchases the services of Tulane University's Controller.

² Tulane International purchases the services of Tulane University's Office of Financial Services.

STEP THREE-GRANTS & CONTRACTS ACCOUNTING (“GCA”) APPROVAL:

This step is only required if the expense is billable to a TU grant account. If the expense is not billable to a TU grant account or if is only billable to a TU general fund account, then skip Step Three and send the request directly to the Tulane International Accountant.

- a. Send the **Tulane International Request for Payment Form** and all supporting documentation to GCA for review and approval.
- b. Once approved, the GCA will forward the **Tulane International Request for Payment Form** to the Tulane International Accountant.

STEP FOUR-Tulane International ACCOUNTANT RESPONSIBILITIES:

- a. The Tulane International Accountant prepares a check or wire request from the Tulane International Whitney Bank account for review and approval by either the Controller or Assistant Controller.
- b. The Tulane International Accountant journalizes approved expense in Quick Books.

STEP FIVE-SEND CHECK OR WIRE:

- a. If a check is requested, the Tulane International Accountant will either send the check directly to the designated payee or to the TU unit (based on the instructions in the Payment Request Form).
- b. If a wire is requested, the Tulane International Accountant will send the wire information to the TU Treasury Coordinator in the Accounting Office, who will then process the wire from the Tulane International Whitney Bank account.
- c. After wire transfer is processed, the Tulane International Accountant will send the TU unit the wire transfer confirmation.

Steps Six and Seven are only applicable if the expense is billable to a TU general fund or TU grant account.

STEP SIX-BOOKING THE Tulane International RECEIVABLE:

- a. The Tulane International Accountant will prepare a Tulane International invoice to TU and attach it to the **TU Request for Payment Form** (containing the necessary approvals) and the other attached supporting documentation.
- b. The Tulane International Accountant will journalize the invoice as a receivable in Quick Books.
- c. The Tulane International Accountant will send the **TU Request for Payment Form**, the invoice and the attached documents to the TU Accounts Payable (“AP”) Department for processing.

STEP SEVEN-TU PROCESSES THE Tulane International INVOICE:

- a. TU’s AP Department will process the Tulane International invoice to the account(s) designated on the **TU Request for Payment Form**.
- b. TU issues a payment to Tulane International.
- c. The Tulane International Accountant deposits the payment.
- d. The Tulane International Accountant journalized the payment to clear the receivable and record the cash received in Quick Books.

IV. Related Policies

A. Wiring Funds to Tulane International In-Country Bank Account

V. Related Forms

A. Tulane International Wire Transfer Form

B. TU Request for Payment Form

VI. Related Law & Regulations

Tulane International, LLC ("TILLC") Check/Wire Requests to Pay TILLC Vendors for Work Order Services or General Support Services Directly from TILLC Whitney Account

