
From: UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of Jennifer D Collins <jfinch@UGA.EDU>
Sent: Friday, June 28, 2013 11:46 AM
To: BUSINESS-SERV-L@LISTSERV.UGA.EDU
Subject: PO Payment Process Change Effective July 1, 2013

The University of Georgia continues to evaluate ways to reduce administrative burden and become more efficient while maintaining effective internal controls over business processes. A UGAmart feature was recently enabled that will allow for purchase order payment processing to be more efficient with some acceptable level of tolerances. Effective July 1, 2013, purchase orders with a total dollar amount of \$2,499.99 or less that procure goods only, will only require a two-way match of the invoice and purchase order for the payment to be processed. Receiving reports for orders that meet this criteria will no longer be required. If the goods are initially received by Central Receiving, that office will continue to complete a receiving report to perform their validation and delivery of the goods.

Purchase orders issued for goods with a total dollar amount of \$2,500.00 or more will continue to require a completed receiving report before payment to the vendor can be processed.

Purchase orders issued for services (i.e. consulting services, purchase orders coded with detail object code 72760 or any detail object code beginning with 75) regardless of dollar amount will continue to require a completed receiving report before payment can be processed.

Please submit any questions that you have to David Manley (dmanley@uga.edu) in the Accounts Payable Department.