PROCEDURE

Effective Date: May 21, 2007
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Approved By: Teresa Hart, Financial Services Director

Authority: POL-U5320.12
Creating and Maintaining Vendor Account Records

PRO-U5320.12B REQUESTING ACCOUNTING SERVICES TO UPDATE A CURRENT VENDOR RECORD

Action by: University Department OR Accounting Services
Action:

1. Receives from vendor a notice for change to existing vendor record.
   a. If it is a University Department receiving the notice from the vendor, go to step 2.
   b. If it is Accounting Services receiving the notice from the vendor, go to step 6.

2. Completes Vendor Record Creation and Maintenance Request e-form upon receipt of an invoice, purchase order, or other correspondence indicating new account information.

3. Attaches to e-form a scanned copy of written documentation from vendor requesting change.
   a. If University department has vendor maintenance permissions, completes step 3 and then goes to step 6.

4. Submits e-form to Accounting Services.

5. Receives e-form.

6. Follows the Updating New Vendor Record Accounts in the Financial System task (TSK-U5320.12B).

   Exception: Accounting Services skips step #6 if e-form is submitted by a University Department with approved maintenance permissions.

Cancels:

See Also:
- FRM-U5341.05A Vendor Record Creation and Maintenance Request e-Form
- TSK-U5320.12B Updating Vendor Record Accounts in Financial System
- PRO-U5320.12A Requesting Accounting Services to Create a New Vendor Record
- PRO-U5320.12D Correcting Duplicate Vendor Records