Carnegie Mellon University
Sponsored Projects Accounting
(PA13) Obtaining a Purchase Order Receipt for Subcontract Payments—Procedures
Updated: November 18, 2008

Frequency: Varies
Responsible Staff: SPA Accountant / Assistant Manager, Post Award Accounting
Approval Required: None

Summary:
Before a subcontract invoice can be forwarded to Accounts Payable for processing, SPA must create a receipt against the Purchase Order. This process takes place after the subcontract invoice has been approved by the department and the SPA accountant has prepared a Request for Payment form (Attachment PA-R).

Procedure:
1. SPA Accountant forwards the Sub-recipient check request form to the SPA Accountant responsible for receiving on POs.

2. From the Navigator screen in Oracle, go to PO Reqs & POs, Receiving, Receipts

3. From the Find Expected Receipts screen, enter the P.O. Number and click Find.

4. From the Receipt Header screen, enter “Pmt Subcontract Invoice Number” in the comments field. Then click and drag the header window screen to the bottom of your screen.

5. This will reveal the Receipts screen in which the SPA Accountant will highlight the first quantity field and change it to the amount of the subcontract payment, then enter “None” in the location field. Save and finally, click on the Header button to return to the Receipt Header Screen. NOTE: Be sure to verify that the PO line has a status of “Open”. You should NOT be receiving against a PO line showing a status of “Closed”.

6. The SPA Accountant will then write the receipt number on the bottom of the Request for Payment form and give the form and all attachments to the SPA Administrative Assistant, who will make a copy of the package for the appropriate SPA Accountant and submit the original to the Accounts Payable department.

NOTE:
- This process will be completed by the SPA Assistant Manager if the SPA Rep assigned to this task is out of the office.
Purpose of This Form: This form is properly used when any of the following conditions are met:
1. Payee does not accept the Tartan Trust Card and the amount is less than $1,000
2. Supplier does not provide an invoice
3. No goods or services are received
4. Wire transfer or foreign bank draft is required for payment

If this payee is not a current Employee or Student, is this supplier in the Oracle database?

- Yes
- No

I am aware that a complete supplier setup package must be forwarded to PSSM before payment will be made to this Payee.
http://www.as.cmu.edu/~fsg/forms/forms.htm

1. Contact Information

Prepared By: ___________________________ Date: ___________________________
Organization: __________________________ Telephone: ______________________

2. Payment Information

Payee Name: ___________________________
Address 1: ____________________________
Address 2: ____________________________
Address 3: ____________________________
City, State, Zip: ________________________
Taxpayer ID: __________________________

Payment amount: $ ______________________ (9 digits required)
Date payment should be transmitted: ______________________

Note: If payee is an individual select one:
- Payee is a CM employee
- Payee is a CM student
- Payee is neither

Check Handling: Address is required even if the check is to be held for pickup.  
- Hold Check  
- Transmit Directly to Payee

Note that holding checks causes delays in processing; please attach any enclosures that should be transmitted to the payee to this form and click the Transmit Directly to Payee button. You can check payment status on-line in Oracle by using Accounts Payable-Level 10 responsibility and navigating to Payment Overview.

Attach invoice or provide justification here:

3. Accounting Information

<table>
<thead>
<tr>
<th>GL Amount</th>
<th>Object Code</th>
<th>Funding</th>
<th>Function</th>
<th>Activity</th>
<th>Organization</th>
<th>Entity</th>
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<table>
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<th>GM Amount</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Expenditure Type(Text)</th>
<th>Organization(Text)</th>
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4. Authorization

Printed Name: ___________________________
Signature: ___________________________ Date: ___________________________