

INVOICE PAYMENTS AND ACCOUNTS PAYABLE CHECK REQUESTS

Clinical Research Policy/Procedure	
Approved: August 2007	Next Review: August 2010

Purpose

To define the process for the submission of payment requests and the payment of research invoices and subject stipends using an Accounts Payable Check Request form (APR).

Responsible Persons

SRC Managers, SRC Research Coordination Staff, SRC Administration, SRC Grants and Contracts Analysts, and Principal Investigators.

Definitions

Invoice is an itemized bill submitted by a vendor, detailing items or goods provided, the dates supplied, and the amount due.

Accounts Payable Check Request (APR) is check request which is filled out and coded with the proper account category and assigned to the relevant department and Project ID, or cost center codes.

Policy

Swedish Research Center pays all invoices for goods and services related to research in a timely and accurate manner, ensuring that all invoices are paid within thirty (30) working days and that all subject stipends are paid within fourteen (14) working days.

Procedure

NOTE: This procedure takes into account the fact that each research department may have a different work process for completing APRs.

- 1. Receiving invoices.** Most invoices are delivered directly to SRC Research Administration. If received by Research Administration, invoices will be forwarded to the responsible department and staff within three (3) working days. Depending on the department, this may be a Research Coordinator or an administrative assistant.
- 2. Reviewing invoices.** Each invoice must be reviewed for appropriateness, assignability, and accuracy. This task should be performed by the particular Research Coordinator and/or personnel involved with the relevant study so as to ensure that each charge is

legitimate and therefore payable. The Research Coordinator should consider the following:

- Many invoices (e.g., Dynacare or IDS Pharmacy) involve multiple research subjects who are participating in different research studies. Review such invoices to ensure that the charges are accurate for each subject, and to identify and combine the total charges by cost center.
- Review invoices to ensure that they do not include previously paid charges or charges already in processing but not yet cleared.
- All amounts to be paid must be compared against the approved budget for the study to ensure that the expenditures are allowable.
- Each charge must be allocable to a research cost center. Invoices for one research study cost center cannot be paid from another research study cost center.

3. Payment using an APR. The APR is filled out and coded directly by the Research Coordinator or designee. Charges must be reviewed by personnel who are familiar with the subjects for the particular study and can validate that the charges are valid and accurate. APRs should be completed and delivered to SRC Managers within seven (7) working days.

- APRs are available on the server at T:\RSCH\Shared\FinMgmtTools subdirectory.
- **ONLY ONE (1) INVOICE and/or INVOICE NUMBER may be paid via a single APR.** For audit purposes, multiple Invoice Numbers may not be entered on the same APR.
- Charges from an individual invoice may be assigned across multiple Project ID's, but the charges must originate from the same single Invoice or Invoice Number.

4. Specific instructions for completing an APR. Follow the instructions below:

- Date Prepared: Enter today's date.
- Invoice Number: This is a required field. Enter this number carefully
 - ➔ When the vendor receives their check payment, the check stub will include this Invoice Number. If the vendor cannot accurately identify the invoice, the vendor will not know what account is being paid. Most vendors provide a distinct Invoice Number.
 - ➔ Dynacare/Labcorp does not provide a distinct Invoice Number. All Dynacare invoices in a given month have the same number format [YYYYMM] (e.g. 200708, meaning August 2007). **For Dynacare, enter the Account Number and month in the Invoice Number box (e.g. 28274 Aug 07) to ensure that your account will be recognized on the payment.**
- Vendor to Be Paid: Only information delineated in the Vendor Name and Address field will be used as the mailing address.
- SHS Vendor Code: Leave blank.
- Vendor Tax I.D.:

➔ **The Swedish Accounts Payable Department (Accounts Payable) will not process an APR if this is left blank.**

- All businesses have a unique Tax I.D. assigned by the IRS. All research subjects have a Social Security Number which must be used when the 'vendor' is an individual instead of a business. For sole proprietorships, use the owner's Social Security Number.
- If a research subject declines to disclose his/her SSN, it is possible to leave this blank, if:
 - the study budget indicates that the subject will not be receiving more than \$600 total during the study, and,
 - it is likely that the subject will not participate in any other studies with stipends during that tax year.

In the conditions apply, insert "Under \$600" in the Vendor Tax ID box.

- At the end of the year, Swedish is required to send an IRS 1099 Form to any recipient who received more than \$600.
- Account: Refer to the SRC Common Accounting Codes and assign the six (6) digit code which most closely corresponds to the category of expense being paid.
- Department: Enter the appropriate eight (8) digit department code.

Department	Code
Research Administration	31800000
Institutional Review Board	31800002
Tumor Institute – Radiation	31813000
Tumor Institute – Commercial	31814000
Clinical Trials Unit	31815000
Neuroscience Institute	31817000
Neuroscience Labs	31817500
Cardiovascular Research	31818000
Center for Perinatal Studies	31819000
Tumor Institute – Federal	31820000

- Product: Leave blank.
- Project: Enter the six (6) digit Project I.D. (cost center) that has been assigned to your study.
 - ➔ If an APR is assigned to a Project I.D. that does not exist or has been closed, the APR will not be processed.
- Amount: Enter the dollar amount for this Project I.D. that is being paid.
- Total Payment Amount: Add all amounts to be paid and enter the sum.
- Purpose of Expenditure: Enter a brief explanation of the payment request and the common study name. Provide justification of expense if necessary.
 - ➔ If the APR is for a subject stipend, enter only the following sentence: **"Confidential: Source Documentation on File at the Research Center."** Do not specifically identify the payee as a research subject.
 - ➔ **SPECIAL INSTRUCTIONS:** For any invoices that either include an **Order Form**, or are **not being paid in full**, a **SECOND COPY** of the

Order Form or Invoice must be attached. Invoices being exempted, written off, discounted, or denied must include written documentation as to what and why the invoice varies from the invoiced amount. Enter into the "Purpose" box the following request in bold type: **"PLEASE ENCLOSE ATTACHED EXTRA COPY OF INVOICE WITH CHECK WHEN MAILING."**

- Prepared by: Enter preparer's name and phone number.
- Approved by: Enter name and phone number of the appropriate SRC Manager.

5. Management approval of the APR. Staple or paperclip the original invoice to the APR and forward the APR to the appropriate SRC Manager. The SRC Manager will approve or deny the APR. Approved APRs should be signed by the SRC Manager and forwarded to Research Administration within two (2) working days.

- Accounts Payable will not process APRs that are not signed by a SRC Manager or other authorized personnel.

6. Administrative review and transmittal. Forward the APR to the Grants and Contracts Analyst (GCA) responsible for the submitting department's APRs. The GCA will review the coding and allowability of the expense and forward acceptable APRs to Accounts Payable.

- Accounts Payable will not process any APRs that have not been initialed by a GCA.

7. Recordkeeping. A copy of the APR and Invoice is made by Research Administration and the APR is forwarded to Accounts Payable. This copy is placed into the SRC study file, and an entry is made into the "shadow accounting system" Vendor Payments Table maintained by Research Administration to show that the invoice has been processed and forwarded.

8. Mandatory time frame for processing invoices.

* Receipt and routing of the Invoice to the proper departmental staff	3 days
* Review of Invoice and authorization for payment with an APR	7 days
* SRC Manager approval of APR	2 days
* Routing to Administration	1 day
* GCA review of APR	same day
<u>* Copy and transmit to Accounts Payable</u>	<u>next day</u>
TOTAL	14 work days
* Entry into Vendor Payments Table and insert copy into study file	+3 days

To ensure deadlines, APRs must be submitted to Accounts Payable no later than one (1) week in advance of the payment date.

Forms

- ◆ Accounts Payable Check Request form (APR)

Supplemental Information

- SRC Common Accounting Codes list
- Clinical Research Policy/Procedure: PAYMENTS TO RESEARCH SUBJECTS
- Clinical Research Policy/Procedure: PROFESSIONAL BILLING

Expert Consultants

Grants and Contracts Analysts
Director, Swedish Research Center
Manager, SMC Accounts Payable

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Regulatory Requirement

N/A

References

NIH Cost Accounting Principles

Addenda

1. Accounts Payable Check Request form (APR)
2. SRC Common Accounting Codes list

pk:Invoice Payments and Accounts Payable Check Requests – v. 2.0.doc (11/27/07)

INVOICE PAYMENTS AND ACCOUNTS PAYABLE CHECK REQUESTS**ADDENDUM 1**

Accounts Payable Check Request form (APR)



SRC # (Admin Use Only):

**SWEDISH HEALTH SERVICES
ACCOUNTS PAYABLE CHECK REQUEST
(Non Standard Requisition)**

NO ACCOUNTS PAYABLE CHECKS WILL BE PROCESSED WITHOUT A PURCHASE ORDER OR FULLY COMPLETED NON-STANDARD REQUISITION FORM. DOCUMENTATION, FOR INSTANCE, A VENDOR INVOICE MUST BE ATTACHED TO THIS FORM. INCOMPLETE REQUISITIONS WILL BE RETURNED TO THE ORIGINATING DEPARTMENT. PLEASE SEE INSTRUCTIONS

Date Prepared:	<input type="text"/>	Invoice #	<input type="text"/>
Vendor Name and Address	<input type="text"/>	Invoice Date	<input type="text"/>
		SHS vendor code:	<input type="text"/>
		Vendor Tax I.D.:	<input type="text"/>

	ACCOUNT	DEPARTMENT	PROJECT	AMOUNT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

TOTAL PAYMENT AMOUNT \$ -

Purpose of Expenditure:

PREPARED BY:	<input type="text"/>	<input type="text"/>
	(Print Name)	Phone

APPROVED BY:	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Signature)		Date	Phone

SUBMIT THE COMPLETED ACCOUNTS PAYABLE CHECK REQUEST WITH SUPPORTING DOCUMENTS TO RESEARCH ADMINISTRATION. RESEARCH ADMINISTRATION WILL SUBMIT APPROVED FORM TO ACCOUNTS PAYABLE.

INVOICE PAYMENTS AND ACCOUNTS PAYABLE CHECK REQUESTS**ADDENDUM 2****SRC Common Accounting Codes list**



SWEDISH RESEARCH CENTER
Common Accounting Codes
August 14, 2006

CODE	DESCRIPTION
510511	Federal Research Revenue: Direct Grants
510512	Other Fed Research - Per Capita Subawards
510514	Commercial Research Revenue
510515	Other Non-Profit Revenue
510516	Other Revenue - IRB
510519	Other Research Revenue
510526	Foundation Funding from Restricted Funds
600010	MGT Salary
600020	Tech Salary
600030	RN Salary
600070	Other Salary
601082	Annual Leave
601083	Sick Leave
601089	Other Non - Productive Time
630210	Physician/PI Professional Fees
630230	Consulting and Management Fees
630240	Legal Fees
630263	Grant Related Sub Awards
630270	Agency Staff - Other
630280	Pass Through Grant Reimbursable Expenses
710360	Pharmaceuticals
710390	Other Medical Supplies
710395	Syringes
710396	Needles
710399	Gloves
711450	Office Supplies
711453	Books
711454	Publications
711456	Printed Material
711457	Photo and Copier Supplies
711458	Paper Products
711480	Minor Equipment \$300-\$1000
711482	Electronic Supplies
711490	Other Non - Medical Supplies
720571	Cellular Phones
721620	Repairs and Maintenance
722212	Inpatient Hospital Services
722213	Outpatient Hospital Services
723650	Other Purchased Services
723661	Delivery Services (e.g. Fedex)
723662	Postage
724610	Medical Purchased Services
724613	Purchased Lab Services
724666	A Special Pass-Thru Code When Sponsor WILL Pay for Indirect Costs
740771	Rental/Lease Office Space
740780	Rental/Lease Equipment
750820	Licenses and Taxes
760841	Class Fees
760842	Conference and Seminar Expenses
760847	Mileage and Airfare
760848	Lodging Expenses
760849	Travel Related Meals
770830	Dues and Subscriptions
770850	Other Miscellaneous Expenses
770899	Foundation Distribution Unrestricted Funds
780820	Indirect Costs
790881	Transfer From CC-Copiers/Faxes
790905	Transfer Grant Related Allocations (I/C Recov)
790920	Transfer from CC-Salaries
790930	Transfer from CC-Employee Benefits
790949	Transfer to Med Photo
790958	Transfer to CC-Pagers
790959	Transfer to CC-Purch Svc & Other
790960	Transfer from CC-Food Floor Stock
790961	Transfer from CC-Food Service (Catering)
790964	Transfer from CC-Copy Center
790965	Transfer from CC-Parking
790967	Transfer from CC-Linen Services
790980	Transfer from CC-Stores Nutrition