OK TO PAY
Requirements

All invoices require department authorization prior to FSC processing.

Your OK to pay:

- Verifies goods and services have been received
- Verifies the invoice includes who, what, when, where, and why (clear business purpose of the transaction). Any missing information must be added by the person providing the OK to Pay
- Includes legible signature and date
- For a business meal, the document must include the date, time, location, names and titles of those in attendance, and business matters discussed. In cases where there are more than 6 people in attendance, the name of the committee or organization and the number of participants will suffice (e.g., Faculty Senate meeting, 12 in attendance)

The FSC cannot process payment without complete OK to pay documentation.
https://www.usnh.edu/usnh-financial-services-policies-and-procedures/02-210-adequate-supporting-documentation

INCOMPLETE DOCUMENTATION
Return Process

Original request was received in hard copy by FSC:

- Request for Resubmission form together with original paperwork submitted to FSC will be returned to the individual who submitted the request (admin support person or individual being reimbursed) via campus mail

Original request was received electronically by FSC:

- FSC will e-mail the individual who submitted the request with the Request for Resubmission Form indicating what needs to be corrected or added before resubmission
  - If the request was submitted by a faculty member, the appropriate AOM will be copied on the email

The FSC will not process any request without proper documentation. The FSC will not follow-up once they have requested resubmission. You are responsible for providing complete documentation needed to process all transactions in a timely manner.

INCOMPLETE DOCUMENTATION

Business Purpose

Providing a detailed business purpose is required to process all requisitions, invoice payments, and personal reimbursements. Please read Providing a Detailed Business Purpose on the Financial Services resource page for more information.

FORMS
Resources

Please use the link below to access the Financial Services website where you will find forms and resources to assist with your purchasing needs.

https://campus.plymouth.edu/financial-services/

It is best practice to download a new form each time you need to use it. Forms change often and this practice ensures you are using the most up-to-date version.
Motor Vehicle Record Check Requirements as of August 15, 2018

- Employees who have a vehicle assigned to them
- Regular drivers – defined as any employee/volunteer whose job description includes driving as a responsibility, or who frequently drives a USNH owned or rented vehicle (frequently defined as more than 3 times month)
- Those driving distances greater than 200 miles per trip in a USNH owned or rented vehicle
- Any employee driving a van or bus designed to carry more than 9 passengers
- Employees who transport students regardless of distance or vehicle type (incl. personal vehicle)
- All students driving a USNH owned or rented vehicle
- Any contractor or non-employee given permission to drive a USNH vehicle

Vehicle Rental Contracted Vendor: Enterprise Rental Company

- All Rentals MUST be booked through the Enterprise Portal. Here is the Link to Portal: https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=USNH
- **Taxes & Fees:** They will appear on all reservations, but will be removed at time of payment for all PSU business travel.
- **Insurance:** Renters are advised to DECLINE all insurance options provided by Enterprise. The primary method of insuring rental cars at USNH is through the PCard Program. Secondary insurance is provided by USNH auto policy.
- **Fuel Purchases:** All rental vehicles must be returned with the gas tank at the same level in which it was received at time of rental.
- **Tolls / EZ-Pass:** Enterprise has EZ-Pass automatic toll transponders available. These are rentable at the Plymouth Enterprise branch for $3.95/day with a max of $19.75 per rental. The tolls will not be charged until up to two weeks after your rental. Make sure you let your FSC know if they should expect the charges after the fact.
- **Payments:** If you do not have a PCard in your name, you will need to contact your AOM or Central Finance for a Billing number.
- **Policy:** https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-010-vehicle-rental-expenses

**Questions?** Contact Debbie Grotheer, dgrotheer@plymouth.edu, (603) 535-2429 or in emergencies (603) 726-0594

We are all an important piece of the University’s financial stewardship!