PRINCIPLES OF PURCHASE ORDERS AND INVOICES

- **Purchase Order**
  - First step in a business transaction
  - Issued by the buyer (PSU) through initiation of request in UShop
  - Authorizes a supplier in UShop to provide a product or service at a specified price

- **Confirming Purchase Order**
  - A confirming order transaction is entered in UShop when a purchase for goods or services was initiated with a supplier without first obtaining approval and initiating the purchase in UShop.
  - These are to be the **Exception only** (as when emergency service is needed)

- **Invoice**
  - A bill issued by the seller when the product has been delivered or the service has been completed
  - Must be submitted to Finance with OK to Pay for payment.
  - Finance cannot pay from a statement or packing slip. An invoice is required

- **Credit Invoice/Memo or on Account**
  - A credit invoice/memo details a refund or credit to an invoice for goods returned or on account for overpayment
  - Must be submitted to Finance for processing against another invoice with that vendor
  - If there are no purchases to apply the credit to, the unit/department must request a refund check from the vendor and deposit at Student Financial Services with FOAPAL

- **Statement**
  - A document that shows the position of your account with a vendor as of a particular date.
  - Lists outstanding invoices and credits
  - Can show payments received
  - Unit/Department should verify that all invoices and credits have been submitted to Finance for processing

In this issue:
- Principles of Purchase Orders & Invoices
- Know Your FOAPAL for UShop Accounting Codes
- UShop Zoom Help
- Contract Management & Submission Form

KNOW YOUR FOAPAL FOR USHOP ACCOUNTING CODES

- **F = Fund**: Funding source (unrestricted vs restricted)
  - 6A…. = Auxiliary Fund
  - 6U000= E&G Educational & General Fund
  - 6D…. = Designated Savings Fund
  - 6X…. = Plant fund
  - 6G…. = Gift fund
  - 6#..... = Grant fund

- **O = Org**: Organization unit (operational, decision making, business unit, department)

- **A = Account**: Type of Revenue, Expense or Balance sheet Activity
  - Select the Commodity Code in UShopNH and then your choice of account codes

- **P = Program**: Degree Program, Athletic Program (varies) or Non-Program (P40000)

- **A = Activity**: Project event, function (materiality is important) Default = P00000

- **L = Location**: Building or Infrastructure location i.e. Belknap, Grafton, Speare, HUB, Default = P00000

USHOPNH ZOOM HELP

Office Hours are available:
Monday, Wednesday, Thursday, 2/1 – 2/25 from 1:00PM to 2:00PM EST

A Procurement resource will be available during this time and users can call in (drop in) to ask questions.

Join from PC, Mac, Linux, iOS or Android: [https://unh.zoom.us/j/5987712040](https://unh.zoom.us/j/5987712040)

Meeting ID: 598 771 2040
Contract Management and Submission Form

There is a new cover sheet, available on the FSC Forms page, that should be completed and included with all agreements submitted to PSU Contracts (psu-contracts@plymouth.edu) for review.

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