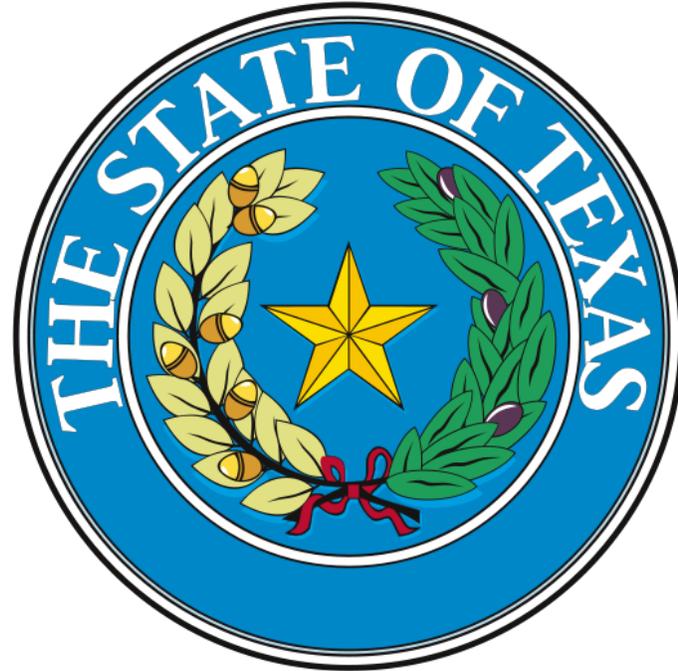


Reimbursements in IslanderBuy – Alt. Vendor ID's

- The objective of this course is to introduce the new State of Texas requirements that state agencies using **state funds** for reimbursements of expenses must report the vendor information from where goods or services were received. This would require that all reimbursements be processed in a new manner in IslanderBuy.
- Instruction on the Alt Vendor feature and How and Who should be set up as an Alt Vendor.
- Dart Card for Petty Cash use.
- This course is designed for employees already familiar with creating IslanderBuy non-PO Invoices.

- Presented By
**Cynthia Turner, Assistant
Director – Procurement and
Disbursements**

This Process is for State Funds Only



Due to recent state audits and the fact that payment coding errors are now classified as a Type I finding by the State of Texas instead of a Type II finding, we have had to make some changes in how Texas A&M University – Corpus Christi process reimbursements.

Best Practices for Reimbursement

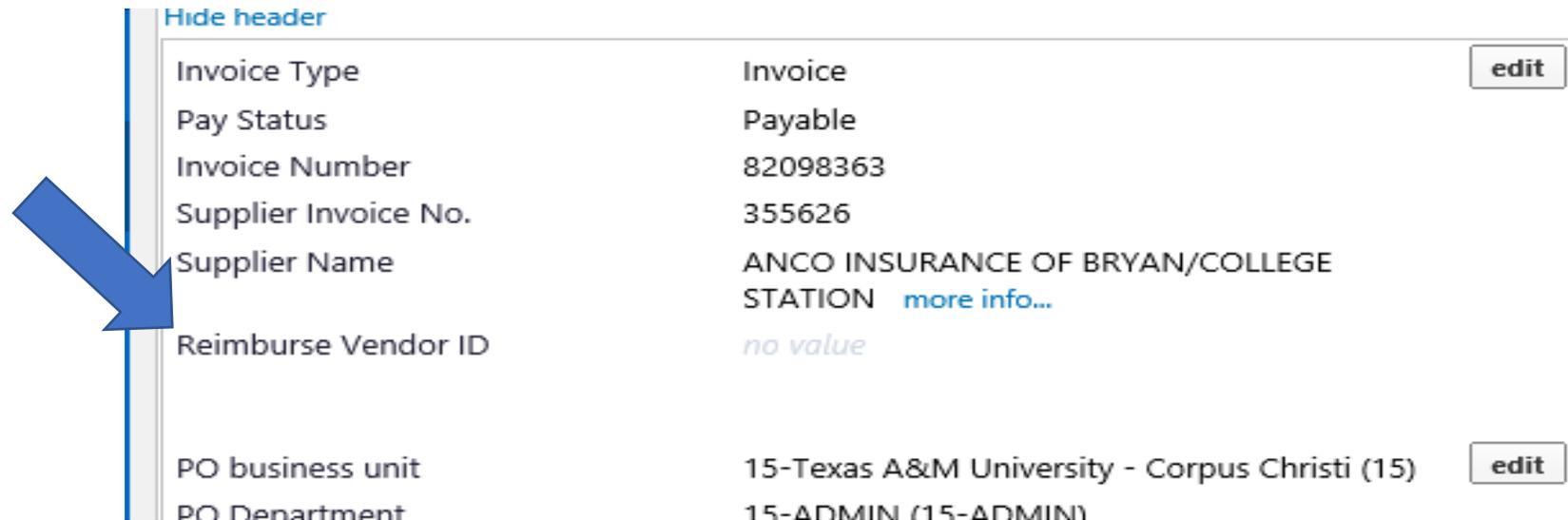
- The first best practice for all procurement is to use the procurement system. This would be to **get a PO** and avoid reimbursements.
- The second-best practice would be to use a **Pcard** and not get into a reimbursement situation.
- Third-best practice would be to have the employee or visitor be issues a **Dart Card – Petty Cash Card**.
This is a declining balance card that can be used to make purchases. It does have to be reconciled and would need for the Department to reconcile the card inside of Concur. Also, all receipts are required. Training for this type of Dart Card will be done upon request.

The Last Resort.....

If all the first three cannot be accomplished for a reimbursement, then the last resort is to process a non-po based invoice in IslanderBuy.

Requirements for a Reimbursement in IslanderBuy

There is a new box on the non-PO based Invoice called “Reimbursement Vendor ID”.



Hide header

| | | |
|----------------------|--|-------------------------------------|
| Invoice Type | Invoice | <input type="button" value="edit"/> |
| Pay Status | Payable | |
| Invoice Number | 82098363 | |
| Supplier Invoice No. | 355626 | |
| Supplier Name | ANCO INSURANCE OF BRYAN/COLLEGE STATION more info... | |
| Reimburse Vendor ID | <i>no value</i> | |
| PO business unit | 15-Texas A&M University - Corpus Christi (15) | <input type="button" value="edit"/> |
| PO Department | 15-ADMIN (15-ADMIN) | |

How The Reimbursement Vendor works in IslanderBuy

Invoice Number _____ Supplier Account No. _____

Supplier Invoice No. **65406040604069**

Supplier Name **DELL MARKETING LP**

[View Simple Manual Entry](#)

Reimburse Vendor id field will override the Supplier Name/Vendor selected and the check/ACH will be created and distributed to the Reimburse Vendor ID vendor selected. This field should only be used for certain payments funded by state accounts; employee reimbursements and travel direct bills.

Detailed Manual Entry **Buyer Invoice** Approvals Matching Comments Supplier Messages Attachments History

Summary General Discount, Tax, Shipping & Handling Codes

[Hide header](#)

| | | | |
|----------------------|--|----------------------|--------------------------------------|
| Invoice Type | Invoice | edit | Addresses ? |
| Invoice Number | <i>no value</i> | | Remit To edit |
| Supplier Invoice No. | 65406040604069 | | ONE DELL WAY |
| Supplier Name | DELL MARKETING LP more info... | | ROUND ROCK, TX 78682 |
| Reimburse Vendor ID | <i>no value</i> | | United States |
| | | | Phone 1.800.371.7700 |
| | | | External Note |
| | | | Internal Note |
| | | | External Attachments |

- This new Field will allow an allocator or back office invoice creator to be able to select a vendor and then select a reimburse vendor id.

The Reimbursement ID Field is tied to its own master vendor record.

Currently, there are no vendors in this field for selection, so as a vendor (usually an employee) needs to be selected in this field. You must send a request to aggiebuy@tamu.edu to create the new vendor.

A vendor should only be chosen in the field if it must be used as a reimburse vendor id .



In the event an employee makes a purchase with personal funds and needs to be reimbursed from a **State** account, we would need to use the new reimbursement id field and create a non-po based invoice for each receipt that is submitted.

One for EACH RECEIPT AND EACH VENDOR.

Each vendor where the purchaser shopped will need to be in the master vendor record. If not in the master vendor record, they will have to be added with full Sub W-9 paperwork completed and sent to Aggiebuy vendor setup.

This process is not cost effective and may delay reimbursement. Therefore, the use of the **proper procurement procedures, Pcard, or Dart Card** is highly recommended.



The Bursars office will no longer accept Petty Cash reimbursements from State Accounts.

Any Questions?

