VENDOR POLICIES AND SET UP PROCEDURES

This procedure applies to payments made directly to a vendor or individual for services or honorariums. This does not apply to requests for reimbursements to students for purchases they have made on behalf of their organization.

The University has converted to a new accounting system, KUALI (KFS) to replace FRS. This is quite an undertaking so we should expect some bumps in the road as the first year will be a learning process for all of us. Your patience and assistance and cooperation will be greatly appreciated!

Not all vendors that were in FRS have been converted to KFS. Do not assume a vendor is approved just because it was used in the past by either you or the University. Prior to doing business with a vendor or visiting speaker, contact Donna Gionfriddo, in the Law School Business Office. She will check to see if the vendor or individual is already set up in the system.

If the vendor is already set up, you can proceed to make arrangements, including requesting payments.

If a vendor or individual is not in the system, they must be approved by Accounts Payable (AP) BEFORE YOU MAKE COMMITMENTS.

**NO CHECK IS TO BE ISSUED UNLESS THE VENDOR HAS BEEN APPROVED. PLEASE ALLOW A MINIMUM OF 5 BUSINESS DAYS FOR THE APPROVAL PROCESS.**

To Establish a New Vendor, please send the documents below, by email to Donna Gionfriddo.

1. Completed Vendor Application Form and Signed W-9 Request for Taxpayer Identification Form and Certification.
2. Official quote (on letterhead), contract, menu for restaurants etc.

You will be sent an email when the vendor is approved.