

	the alignment of date of the close of the statement period and the start of the reallocation and approval period, will ensure statements are reviewed and journal entries are submitted for needed FOAP changes in accordance with the policies or procedures of General Accounting.	
Purchase Orders	https://www.unco.edu/purchasing/policies-and-procedures.aspx Purchase Orders should be submitted via Xtender prior to encumbering an expense on behalf of the university, with the necessary approvals in place. If there are terms and conditions or signatures needing review by Contracts and signature by the CFO, these will be submitted via OnBase prior to submitting the Purchase Order.	https://www.unco.edu/purchasing/policies-and-procedures.aspx Purchase orders without issues of FOAP Authority, unreviewed/unsigned contracts or proposals or other items will be entered into Banner within 72 hours or less, depending on queue balance. Purchase Requisitions which need to be routed to Foundation or Grants for approval may be delayed based on their turn around times.
Check/ACH Requests (accounts payable)	https://www.unco.edu/purchasing/accounts-payable/ Documentation should be submitted to Accounts Payable 3-5 business days after receiving a request to ensure timely payments to individuals.	https://www.unco.edu/purchasing/accounts-payable/ Once the payment request and supporting documentation are submitted to Accounts Payable, it could take 7-10 business days to produce either a check or an ACH payment. Issues with vendor set-up may extend the amount of time to produce the payment. CEJ will be reviewed once a week on Tuesday and Friday.
Invoice with Purchase Order number	Documentation should be submitted to Accounts Payable 3-5 business days after receiving a request to ensure timely payment to vendors. PO number will be provided on the invoice as well as the purchase order number.	After receiving an invoice, it could take 7-10 business days to produce a payment. Issues with vendor set-up may extend the amount of time to produce a payment.
Journal Entries	https://www.unco.edu/general-accounting/journal-entries/ Please follow instructions and utilize the forms provided on the website above. Journal entries should be submitted to your designated accountant via Xtender with appropriate approvals and supporting documentation.	

