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Questions & Answers

**ABOUT THE
UNIVERSITY
ACCOUNTS PAYABLE
PROCESS**



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Mission Statement

It is the mission of the Finance Office to provide timely, reliable, financial information to support operations and management decisions and to promote the University's strategic plan. Recognizing itself as a major factor in empowering and enabling the University, the Finance Office will foster prudent management of University resources, keep current with best practices and be open and responsive to the needs of the campus community.

The Roger Williams University Accounts Payable Process

Accounts Payable is responsible for processing vouchers and issuing checks. Payments are made against approved purchase orders or check request forms. Signed forms are submitted to the **Purchasing Department** for further routing to Finance. Accounts Payable check requests are processed daily and checks are cut weekly.

Q. How do I submit an invoice for payment?

- A.** Invoices that have a PO # should be approved and forwarded to the **Purchasing Department** for further routing to Finance.
- Invoices that do not have a PO # are submitted on a RWU Purchase Requisition/Payment Request Form. Supplies of forms are available from the mail room. Be sure to include a proper and complete general ledger account number. Highlight any special instructions such as return to department or call when ready. Attach the original invoice to the completed form, have the form approved by the appropriate department head and send to the **Purchasing Department** for further routing to Finance. Incomplete forms will be returned. Payments cannot be made from statements. Current charges from original invoices will be paid.

Q. When should I submit a check request?

- A.** Check requests should be submitted 7-10 business days prior to the payment due date.

Q. How do I obtain reimbursement for travel and entertainment expenses?

- A.** Complete a RWU Travel & Entertainment Request for Reimbursement Form. Include complete general ledger account number, travel dates and purpose of travel or entertainment. Attach original receipts, sign the form and have it approved by your supervisor or department head. Department heads may not approve their own reimbursement forms. Send to **Purchasing Department** for further routing to Finance. Checks will be sent to your department through interoffice mail.

Q. How do I obtain reimbursement for other expenses such as supplies purchased?

- A.** Under certain circumstances when you cannot obtain a purchase order and must make a purchase personally, submit a RWU Purchase Requisition/Payment Request Form for reimbursement with proof of payment. This must be signed by your Dean or department head. The only acceptable proofs of payment are: the original receipt for the item, a copy of a canceled check or a copy of a credit card statement. Forward the completed form to the **Purchasing Department** for further routing to Finance.

It is a violation of University Policy to purchase equipment without obtaining a purchase order.

Q. How do I know if my check request has been processed?

- A.** Personal reimbursements are usually processed within 10-12 business days. All others are paid automatically according to University Policy.

Q. How long are checks negotiable and how do I request a stop payment?

- A.** Checks are valid for 180 days from the issue date, after which time they are considered stale dated. Stale dated checks are non negotiable and should be returned to Finance to be reissued. If a check is suspected to be lost or stolen, notify the Finance Office to place a stop payment on the check and reissue the check if necessary. Checks are considered lost if the recipient has not received the check within three weeks of the issue date.