ACCOUNTS PAYABLE e-NPO CHECKLIST

❖ **For detailed instructions please see e-NPO Procedures**

Food Purchases	Helpful Tips
• Consider using the AP-12 Form	• Attachments should be in PDF format.
• A list of attendees must be attached if less than 20 and attendees must be identified. If more than 20 attendees, identify the group (employees, non-employees, or both).	• Use Commonly Used GLs or the State Comptroller GLs for assistance. Comptroller only uses the first four digits of the Texas State GL number.
• Maximum of 20% of the pretax amount.	• Use T-Code ZNOPO2 to view your Monitor Report and track e-NPOs.
• Sales tax can only be reimbursed for food consumed at the vendor's location.	• Business purpose is required for all e-NPOs.
• Alcohol purchases require Cabinet Officer approval. Attach the AP-12 with approval or make sure the exception box is checked so the e-NPO routes through your Cabinet Officer.	• Email e-NPO number to Payables for rush items.

e-NPO Type	Information	Requirements	Requirements Description
Invoices	Vendor Invoices	Single Invoice	Multiple invoices cannot be combined on one e-NPO; a separate e-NPO must be created for each invoice.
		Original Invoice	Attached invoice cannot be altered. University employees cannot create vendor invoices.
		Billed To	Texas State University must be listed as the Billed To on the invoice and include either a Texas State address or PO Box 747.
		Contracted Services	An FS-03 will need to be completed by the department or contractor if an invoice is not provided. The contractor must sign and date the FS-03.
		Vendor Number	Vendor name and address on invoice must match SAP. Use SAP T-Code FK03 to verify. Contact Vendor Requests for assistance.
		Food Purchases	See Food Purchases at top.
		Service Description	A detailed explanation of the service completed must be provided.
		Dates of Service	Beginning and ending dates must be provided for the service.
Employee Reimbursement	Receipts	Multiple Receipts	Multiple receipts can be combined on one e-NPO.
		Requirements	Must be itemized, legible, unaltered and show the total amount paid.
		Online Orders	Must show proof of shipment; include packing slip or tracking information.
		Proof of Payment	Itemized receipt showing proof of payment must be attached. If proof of payment is not shown, a credit card or bank statement can be attached showing the transaction. Only the employee's name and charge should be visible with all remaining information blacked out.
	Food	Food Purchases	See Food Purchases at top.
		Sales Tax	Not reimbursable unless reimbursement is for a sit-down meal in the restaurant.
	Other	Employee Statement	The e-NPO Certification Statement must be attached. Include e-NPO number and corresponding reimbursement amount.
		Software/IT Expenses	All IT related expenses will route through IT for approval. Make sure to use the correct GL. Refer to the GL listings links shown at top.
		Contracted Services	Not an allowable reimbursement. See section 01.09 and 01.10 of FSS/PPS 03.16 Reimbursement of University Business Expenses Paid from Personal Funds
Generic Vendor	700001	Refunds or Reimbursements	This vendor number can only be used for refunds or reimbursements if a vendor number does not exist in SAP. Must check FK03 to see if vendor number is already setup.
		Deposit Slip	The deposit slip must be attached from the Cashier's Office or a screenshot from SAP showing the deposit that was made into the GL being used for the refund.
		Receipts	See Receipts section up above.