

**From:** Adams, Kim  
**Sent:** Monday, March 16, 2020 10:13 AM  
**To:** TCU All Faculty/Staff  
**Subject:** Changes to Accounts Payable Processes due to COVID-19

Accounts Payable is requesting that departments submit invoices, reimbursements, vendor setup forms and other AP related requests electronically. Please see below for the various processes:

For all emails sent to AP, please include vendor name, department number and invoice date (MMDDYY) in the subject line.

If departments have invoices to be paid, please submit them timely to Accounts Payable.

**Invoices to be paid:**

NOTE: The same approval requirements in place today should continue to be used, AP is only changing delivery method from paper/in-person to paperless/electronic. The process below does not apply to those departments already on Payment Request or Inspyrus.

Departments should request that vendors submit invoices electronically, via email. To do so, departments should reach out to their vendors and provide the departmental recipient's email address. If the department receives paper invoices, please scan the invoice to create an electronic file, and follow the steps below to submit to AP via email.

Include in the body of the email the accounting string (account, department, fund, project – as appropriate). For invoices that require multiple approvals, the first level approver should send the invoice to the second level approver with stated approval for payment, and continue to final approver, who should submit to AP for processing and payment. The final approver from the department should forward the invoice to [apinvoices@tcu.edu](mailto:apinvoices@tcu.edu). The process for routing should be forwarding approval emails, so that they continue history of previous approvals and the invoice attached.

**Reimbursements:**

NOTE: The same approval requirements in place today should continue to be used, AP is only changing delivery method from paper/in-person to paperless/electronic.

The reimbursement requester should scan the reimbursement form and all receipts to create electronic pdf file(s). One or multiple files are acceptable, but all supporting documentation must be submitted in one email to the reimbursement approver. If the reimbursement requires a second level of approval, the first approver should forward the email with his/her approval included, as well as original email request and attached reimbursement form and support. The final approver should submit reimbursement request (in a single email) to [reimbursements@tcu.edu](mailto:reimbursements@tcu.edu).

**Wires:**

Scan wire request forms, with all supporting documentation, to create an electronic pdf file. Submit wire requests to [wirerequest@tcu.edu](mailto:wirerequest@tcu.edu).

Kind Regards,  
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