

## “WIP Tips to Remember”

- **Enter the invoice number and invoice date exactly** as noted on the invoice. This will help the vendor apply the payment to the correct account.
- If the invoice does not contain an invoice number, use the invoice date in place of an invoice number and use the following format: DD-MMM-YYYY e.g., 15-JAN-2008.
- Verify that the correct vendor name and pay site has been entered. This will ensure that payment is mailed to the right place.
- Because Yale is tax exempt, it is appropriate to **deduct any sales tax** included on the invoice and pay the adjusted total. This is the only appropriate time when the invoice amount should be adjusted. If the invoice amount is not correct, request a corrected invoice from the supplier and pay the corrected invoice.
- **Record the WIP record number** on the invoice to ensure that the invoice is not processed again.
- Pay from original invoices, not faxes.
- **Use the ‘Copy’ button** to copy information from a previous WIP record. The following fields will copy to the new WIP record: Vendor Name, Vendor Site, Description, PTAE0, Initiator and Approver. This feature may save you time.
- **Payments to foreign vendors for goods/services should not be processed via WIP.** Invoice should be sent to Accounts Payable for processing along with appropriate documentation.
- Make sure the required documentation is obtained and retained with the WIP record:

Transactions between \$2,000 and \$10,000 require quotations from at least three (3) vendors:

As a refresher, follow these steps for obtaining verbal quotations:

- Document the verbal bids. Include the names of the vendors, quoted prices and if available, the date and contact person who provided the quote.
- Attach the bids to your WIP invoice.
- Retain your copy of the bid document as part of the transaction record.

NOTE: Purchases from vendors qualifying as single or sole source suppliers must be explained on an Explanation of Single/Sole Source Vendor Form and attached to the transaction. This form becomes part of the transaction record.

<http://www.yale.edu/ppdev/forms/purchase/singlesole.xls>

## References:

3401 GD.02	Guide	<a href="#">WIP Approver Checklist</a>
3401 GD.03	Guide	<a href="#">When to Use WIP</a>