

From: [Michelle Pickham \(mmiller8\)](#)
To: [DeAnna Absher \(dabsher\)](#); [Nolan Akau \(nakau\)](#); [Rosemary Arneson \(rarneso3\)](#); [Janet Atarhi-Dugan \(jatarthi\)](#); [Patrick Bailey \(pbailey2\)](#); [Andrew Baldacci \(baldacci\)](#); [Jessica Batten \(jbatten\)](#); [Dei Bayer \(dbayer\)](#); [Arden Beagle \(abeagle\)](#); [Michael Benson \(mbenson4\)](#); [Becky Bezdán \(rbezdan\)](#); [Anna Billingsley \(abilling\)](#); [Paul Binkley \(pbinkley\)](#); [Randall Bove \(rbove\)](#); [Jennifer Buist \(jbuist\)](#); [Pamela Carter \(pcarter3\)](#); [Joanna Catron \(jcatron\)](#); [Patrick Catullo \(pcatullo\)](#); [Dechelet Chasten \(dchasten\)](#); [Hall Cheshire \(hcheshir\)](#); [Holly Chichester \(hchiches\)](#); [Betsy Chinn \(bchinn\)](#); [Julia Coates \(jcoates\)](#); [Eleanor Connolly \(econolly\)](#); [Christopher Cook \(ccook\)](#); [Bridgette Dennett \(bdennett\)](#); [Marissa DiMeo \(mdimeo\)](#); [Brianna Dort \(bdort\)](#); [Debbie Dunivan \(ddunivan\)](#); [Rita Dunston \(rdunston\)](#); [Summer Durrant \(sdurrant\)](#); [Julius Esume \(jesunge\)](#); [Kelly Fury \(keury\)](#); [Claudine Ferrell \(cferrell\)](#); [Kathleen Flanagan \(kflanagan\)](#); [David Fleming \(dfleming3\)](#); [Jackie Gallagher \(jgallagh\)](#); [Mary Frances Gallagher \(mgallag3\)](#); [Christie Glancy \(cglancy\)](#); [Jennifer Grimes \(jgrimes\)](#); [Heather Guhl \(hguhl\)](#); [Michael Hall \(mhall2\)](#); [Ryan Hastings \(rhastings\)](#); [Margaret Drake \(mhinson\)](#); [Gary Hobson \(ghobson\)](#); [Kenn Horning \(khorning\)](#); [Michael Hubbard \(mhubbar2\)](#); [John Hughey \(jhughey\)](#); [Robin Jones \(rjones\)](#); [Jarod Kearney \(jkearney\)](#); [Peter Kelly \(pkelly3\)](#); [Elizabeth Knappenberger \(eknappen\)](#); [Kimberly Kopp \(kkopp\)](#); [Brooks Kuykendall \(jkuykend\)](#); [Patty Land \(pland\)](#); [Juliette Landphair \(jlandpha\)](#); [Donghyun Lee \(dlee6\)](#); [Lynn Lewis \(llewis\)](#); [Miriam Liss \(miss\)](#); [Stefanie Lucas-Waverly \(slucaswa\)](#); [Terry Luttrell \(tluttrell\)](#); [Ken Machande \(kmachand\)](#); [Bethel Mahoney \(bmahone2\)](#); [Jeff McClurken \(jmclclurk\)](#); [Kevin McCuskey \(kmcclusk\)](#); [Samantha McDonough \(sbergero\)](#); [Kim McManus-Carini \(kmcmanus\)](#); [Jon McMillan \(jmcmlila\)](#); [Keith Mellinger \(kmelling\)](#); [Kevin Minter \(kminter\)](#); [Zamara Montalvo Perez \(zmontalv\)](#); [Mollie Moore \(mmoore\)](#); [Sarah Moran \(smoran2\)](#); [Michael Morley \(mmorley\)](#); [Donald Motley \(dmotley\)](#); [Michael Muckinhaupt \(mmuckinh\)](#); [Jessica Murphy \(jconnoll\)](#); [Douglas Noble \(dnoble\)](#); [Meredith O'Connell \(moconne4\)](#); [Tim O'Donnell \(todonnel\)](#); [Amy O'Reilly \(aoareilly\)](#); [Shelby Orlando \(sordando\)](#); [Leigh Penn \(lpenn\)](#); [Anna Perdue \(aperdue2\)](#); [Jennifer Pinkerton \(jpinkert\)](#); [Christie Pugh \(cpugh\)](#); [Lucy Quann \(lquann\)](#); [Anand Rao \(arao\)](#); [Jon Reynolds \(jreynol2\)](#); [Mele Richardson \(mrichar3\)](#); [Joe Romero \(jromero\)](#); [Amanda Ronay \(aronav\)](#); [Samira Rosensteel \(slahud\)](#); [Marcel Rotter \(mrotter\)](#); [Amanda Rutstein \(aruts9tm\)](#); [Kathrine Ryder \(cmysk030\)](#); [Jose Sainz \(jsainz\)](#); [Kelly Samuels \(kernst\)](#); [Kathy Sandor \(kunderwo\)](#); [Marion Sanford \(msanford\)](#); [Timothy Saulnier \(tsaulnie\)](#); [Kelly Shannon \(kshannon\)](#); [Katina Taylor \(kfauntle\)](#); [Anjanie Skornia \(askornia\)](#); [Lauren Slater \(llasalle\)](#); [Kelli Slunt \(kslunt\)](#); [Julie Smith \(jsmith23\)](#); [Taryn Snyder \(tsnyder3\)](#); [Elizabeth Southern \(esouthe2\)](#); [Michael Spencer \(mspenn1bi\)](#); [Nicole St. John \(nstjohn\)](#); [Rosemarie Staggs \(rstaggs\)](#); [Gregg Stull \(gstull\)](#); [Sandrine Sutphin \(ssutphin\)](#); [Cynthia Toomey \(ctoomey\)](#); [Robert Trowbridge \(rtrowbr\)](#); [Teddy Trowbridge \(rtrowbr\)](#); [Micky Wallace \(mwallac2\)](#); [Timmy Wallace \(twallace\)](#); [Nancy Wang \(nwang\)](#); [Rick Ware \(rware9im\)](#); [Dantave White El \(dwhite2\)](#); [Janice White-Wormley \(jwhite\)](#); [Wilma Willard \(wwillard\)](#); [Christopher Williams \(cwilli27\)](#); [David Wilt \(dwilt\)](#); [Susan Worrell \(sworrell\)](#); [Melissa Yakabowski \(myak\)](#); [Tevya Zukor \(tzukor\)](#)
Cc: [Marta Smith \(msmith\)](#); [Vickie Chapman \(vchapman\)](#); [Vanessa Shurina \(vshurina\)](#); [Melva Kishpaugh](#); [Kenneth Manahan \(kmanaha2\)](#); [Patricia Canciglia \(pcancigl\)](#); [Lindsay Fare \(lfare\)](#)
Subject: Important: Please Read! Purchase/Payment Approval Process Update & Proper Invoice Receiving Reminder
Date: Wednesday, September 8, 2021 4:23:00 PM
Attachments: [image001.png](#)

Good afternoon Cardholders and Approvers,

I have two important bits of information to share with you. Please read through this entire email.

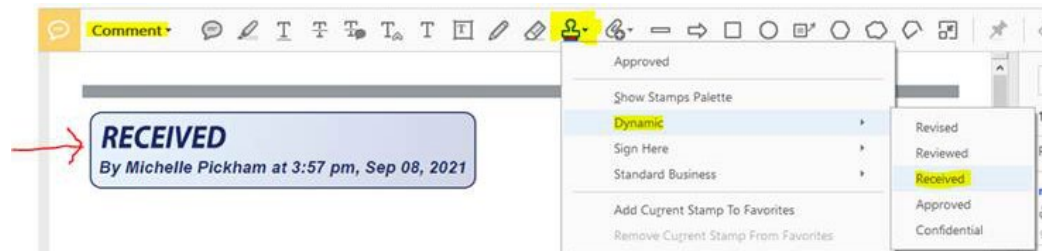
1. Purchase/Payment Approval Request Process Update

This is my only real channel at this moment to get the word out, so please spread around to your areas if/until cabinet decides to put out its own message regarding this: **Effective immediately, the purchase/payment approval request (cabinet approval) process is ONLY required for purchases or payments valued at \$1,000 and above.** For purchases of \$999 or below, cabinet approval is NOT required prior to making the purchase or payment. ALL other procurement and/or University requirements still apply! ***This does not mean***, however that you can split up your purchases to not require cabinet approval. That could be considered order splitting (if the total goes over your SPCC limit – which is strictly prohibited), and is also purposefully circumventing current University requirements.

2. Proper Invoice Receiving

I wanted to send a reminder regarding proper invoice receiving. All invoices (whether paper or digital) should be date stamped when they are received.

- If the invoice is a **physical paper invoice**, you can use an actual date stamp or date stamp machine to do this, or you can handwrite in the date that it was received and by whom.
- If you received the invoice **digitally by downloading the invoice from the vendor's website**, you can save the invoice as a pdf and use Adobe's date stamping abilities by going to Tools, Comment, then clicking the drop down on this little stamp icon, going to Dynamic, and selecting Received.



You can also use the Comment tool to add text to the invoice and type when it was received and by whom. If you don't have Adobe, see if you can take a print screen of you downloading the invoice from the vendor's website with the date/time stamp in the corner of the website.

- If you **received the invoice via email from the vendor**, print out the email (or print/save as a pdf) from the vendor containing the attachment of the invoice. The email will have the date stamp for when it was received by your mail inbox.
- If you run into a situation where you have a digital invoice and you don't know how to date stamp it, please let Lindsay or myself know ASAP.

Why is date stamping important, why should I care?

- Date stamping is important because it enables us to know when we need to pay an invoice. We are required by the Prompt Pay Act to pay invoices upon 30 days of the date we RECEIVED the invoice, or when the goods/services are received, whichever is later. If we don't mark our invoices when we receive them, how would we know when to start that time clock for payment?
- DOA also REQUIRES written evidence/proof of when the invoice was received before they will consider approving any late payment requests. If they do not have that evidence in the information Lindsay and I send to them (a form filled out + backup documentation

attachments), they will deny the request to pay.

- Internal or APA Auditors may also look for evidence of invoice receipt dates when performing reviews.

What if I receive a really late invoice to pay and can't find evidence of when it was sent in my email, or it was sent to someone who no longer works here?

- If you run into this situation, you should contact the vendor and ask for proof of when the invoice was sent. If they emailed it to someone who no longer works here, the vendor should be able to forward you that original email they sent to that individual which would have the date on it. If they mailed it, they should keep a record of when they send out invoice to clients and provide some documentation we can use to make some judgments. If you run into this situation and the vendor is not able to provide evidence of when we should have received the invoice either, contact myself or Lindsay.

If you have any questions regarding the two bits of information in this email, please let myself or Lindsay know.

Thanks,

Michelle Pickham '12, CPPB, VCO, CUPO

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