

The Ledger

A Newsletter of the University Controller's Organization

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Electronic Invoicing by Heavener Hardware Lumber & Rental

Heavener Hardware began electronic invoicing for purchase orders created in the HokieMart effective August 29, 2011. Departments will continue to receive the paper invoice when an employee picks up merchandise at the store in Blacksburg. If the department has an arrangement with Heavener Hardware to receive a monthly statement along with a copy of invoices for their department, this arrangement will continue. However, waiting to enter HokieMart purchase requests for invoices until the statement is received could result in late payments. Below are changes that will occur with the inception of electronic invoicing:

1. The department should no longer send the paper invoice to the Controller's Office for purchase orders (PO) created in HokieMart on or after August 29, 2011 because the electronic invoice will be received in HokieMart from Heavener Hardware.
2. The HokieMart non-catalog form will continue to be used for all Heavener Hardware purchase requests (PR).
3. The department should enter the detail line items/descriptions from the paper invoice in the HokieMart PR or attach an image of the invoice to the HokieMart PR if only a summary line is entered. This is necessary so there is a record of what was purchased from the supplier and will provide documentation of how to apply credit memos if necessary. The electronic invoice will only have the description that the department entered for the PR line item because an employee at Heavener Hardware is actually flipping the VT PO in HokieMart to create an electronic invoice that interfaces to Banner.
4. The department should reference the Heavener invoice number in the product description or catalog number fields on the PR (this only needs to be done once on the PR, not on each line item).
5. Each vendor invoice should be entered on one PR. Do not combine multiple vendor invoices on the same PR.
6. Invoice credit memos will continue to be processed by paper. The departments will receive a paper credit memo from Heavener Hardware. The department needs to research these credit memos and write the original PO that the credit relates on the memo and send the paper credit memo to the Controller's Office for entry into Banner.

Please direct questions to Mike Long (milong@vt.edu or 1-9308) or Darlene Vaden (ldvaden@vt.edu or 1-5654).

Electronic Invoicing by Other Local Suppliers

The University has two other local suppliers who electronically invoice: New River Office Supply and Taylor Office Supply. All the items above apply to these suppliers also with the exception of item #4. The reason item #4 does not apply is that in most instances, the PO is created in HokieMart for New River Office Supply and Taylor Office Supply and the PO is delivered electronically to the supplier before the goods are delivered/shipped to the department by the supplier. This is not the case with Heavener Hardware since most of the goods are picked up in person prior to the HokieMart order being created.

Virginia Tech not Exempt from Sales Tax on Meals and Lodging

Virginia Tech, as a state governmental agency, is exempt from most taxes; however, the University is not exempt from local taxes or state sales tax on meals and lodging. Charges for meals, catered events, lodging, and other accommodations, such as meeting or conference rooms, are subject to the tax when paid for by public institutions of learning. Departmental employees frequently assume that the University is exempt from all taxes and request this exemption from restaurants and hotels when the University is not entitled to the exemption. Please be aware of this exception and direct questions on this subject to Robert Worley, Accounts Payable Travel Supervisor (worleyr@vt.edu or 1-8551).