General Reminders...

PURCHASING & APPROVALS

All purchase requests, payment requests, reimbursements, PCard checkout requests, etc. must come from a department Business Assistant. Please do not cc the Purchasing Center on requests sent to department Business Assistants, as this can create confusion and the possibility of duplicate orders. Purchase requests should only be sent to the Purchasing Center by the department Business Assistants. We will not process requests unless they come from department Business Assistants.

FORMS (clickable links provided)

Many of our forms have been updated in the last few months. Please take a minute to visit the CLA Purchasing Center website and make sure you are using the current forms. Some of the forms that have been updated are: Airfare Booking Info Form, CLA Purchasing Form, HOSP PCard Reconciliation Form, Substitute W9 and more. There are many reasons that we update these forms, so we ask everyone to please make sure your departments are using the correct forms. Thank you for your help with this!

About Us...

Kathy Byers - BRNG 1135  
Phone#: 765-494-3753  
Email: CLAPurchasingCenter@purdue.edu  
Departments: DAT, ENG, FLL/SLC, HIST, Theatre

Tanya Woodard - BRNG 1133  
Phone# 765-494-4128  
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Departments: ADMN, ADV, ANTH, COM, DIS, IT, OEPP, PHIL, PLaCE, POLSCI, SOC

IMPORTANT INFO:

In order to insure proper balancing of workloads, please make sure to work with the individual listed above that is assigned to your department. When contacting Kathy or Tanya, all emails need to be sent to CLAPurchasingCenter@purdue.edu. Please DO NOT send emails directly to Kathy or Tanya!

GOING GREEN!

We are in the process of going GREEN and changing the way in which all payment requests are sent to us. Since all payment requests are now scanned and uploaded in SAP, and no paper documents are sent to AP, we will no longer be accepting “paper” payment requests. Instead, all payment requests will be sent via email, with a new upload process for requests that have sensitive information (ss#’s, etc).

This includes:  
Sub W9’s  
Invoices  
Wires  
Reimbursements  
ANY/ALL Payment Requests

An email will be going out shortly to all department Business Assistants with instructions on this new process. (This does not pertain to PCard receipts. All PCard receipts are still to be turned in on paper.)
We have been getting numerous Sub W9’s that have missing/incomplete information. When information is missing, the payment request gets rejected by Accounts Payable and returned to us. We then have to send the Sub W9 back to the department to make the correction, then resubmit for payment. This results in drastic delays in the payment process. We have outlined below, each ‘part’ of a Sub W9 and noted some common fields that are being overlooked and/or not being completed properly. Please review the details below to make sure you are properly completing Sub W9’s:

### RECIPIENT TYPE

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<tr>
<th>Requirements</th>
<th>Description</th>
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| Individual -OR- Sole Proprietor | Sub W9 **REQUIRED** for **EACH/ANY PAYMENT**!  
**Exceptions:**  
◆ Sub W9 not required for refunds or reimbursements to employees  
◆ Form 17C **required** for any payment to a **prospective employee**, do not use a Sub W9 for prospective employee reimbursements. |
| Corporation | W9 (not a Sub W9) is required if this is the first time we are paying, or if info needs updated. |

### Part 1 - Taxpayer Information:
Each field in this section is required! If the individual is a “Non-Resident Alien or Foreign Entity”, they MUST complete and attach Glacier file in order to get paid. If this information is missing, the payment request will be rejected and returned.

### Part 2 - Payment Method:
If Direct Deposit is selected, each field for the bank information is required! Please make sure checking or savings account is selected. A signature from the individual is required. **NOTE:** If this is a wire transfer, please have the individual complete a wire transfer form.

### Part 3 - Certification:
This section is required and the signature must be a handwritten signature - no “typed” signatures are allowed. Sub W9’s cannot be processed without a Part 3 signature.

### Part 4 - Payment Information:
Each field in Part 4 is required! Common incomplete fields in Part 4:

- Description of Services/Reason for Payment
- Period Covered By Payment
- Work Performed Outside US?
- Itemized Payment Section/Totals
- Account Information
- Signature (comptroller must sign!!)

Please check and re-check each Sub W9 to make sure all fields are fully completed **before** sending to the Purchasing Center!