



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: AC019

Original Date: May 21, 2003
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Revised May 14, 2009
Revised June 18, 2012


John Griffin, Chief Financial Officer

Title: Procedure for adding new vendors to the Vendor Master File

Statement

This procedure is established to address the addition of new vendors to the Vendor Master File for The University Corporation, (TUC). Due to the nature of the various business operations performed by TUC, there will be two sections to this procedure. The first section will pertain to new vendors for the sponsored programs operation of TUC. The second section will pertain to all other operations of TUC.

Purpose

To provide The University Corporation with a procedure for adding new vendors to the Vendor Master File for all business operations.

Procedure

A. Sponsored Programs

Due to the nature of sponsored programs Accounts Payable personnel will not utilize a new vendor add form for Sponsored Programs related vendors. Accounts Payable personnel will input new vendor information as received from either the Principal Investigator or from the Sponsored Programs Department. There are several mitigating controls that verify the authenticity of a new vendor for sponsored programs. These are listed below:

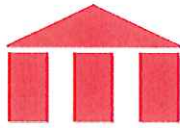
1. A Principal Investigator controls every sponsored program/grant. The Principal Investigators have signing authority over every expense that is charged to their respective sponsored program.
2. All requests for payments for new vendors have to go through the Sponsored Programs Department for budget validation and expense verification. All questionable items are referred back to the Principal Investigator.
3. All Principal Investigators receive a monthly detailed expenditure report showing all expenses that are charged to their accounts.

4. Every sponsored program is subject to audit by the granting agency or institution.

B. All other Business Operations

1. Associate Director of Commercial Services/Facilities and other Corporation Management determine the need to add a new vendor.
2. A.D. will complete a new vendor information sheet. They will also request a W-9 from the vendor to be completed and returned via email/fax/mail. The Associate Director of Accounting signs off on the New Vendor Information form.
3. The new vendor information sheet is forwarded to the Accounts Payable Department for input.
4. All vendor information sheets are input into PeopleSoft by the accounting department.
5. The Accountant will approve the vendor add.
6. Changes to the vendor master (addresses, names, typographical errors, etc.) are given to the accounting department, who accesses the record in PeopleSoft, makes the correction. The Accountant approves the change in PeopleSoft.

Attachment 1 is a copy of the New Vendor Information Sheet



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NEW VENDOR INFORMATION

ADD CHANGE

DATE: _____

REQUESTED BY: _____ EXT.: _____

VENDOR NAME: _____

REMITTANCE ADDRESS: _____
Street Address

_____ *City* *State* *Zip Code*

_____ *Attention and/or Department*

PAYMENT TERMS: NET _____ DISCOUNT _____

APPROVED BY: _____
Assoc. Director, Accounting

For Accounting Office Use Only	
Date Entered:	New Vendor No.: