

AP Vendors On Hold Procedure

Accounting Services will notify College/Division Administrators once per calendar quarter of Vouchers where the Vendor is on hold with the state, and the voucher will not clear. Accounting Services will include whether the transaction may be processed with State funds or if local funds are needed. Instructions for re-issuing vouchers to remove Accounts Payable liabilities from departmental cost centers are below.

Expenses Allowable on State Funds

- Create a new voucher on State Funds
- Attach the original Voucher Coversheet to the new voucher along with all required documentation such as contracts and invoices.
- Submit a request to Accounts Payable to cancel the original voucher, providing the new Voucher ID as documentation.
- If the College/Division prefers that these expenses not remain on state funds, you can reallocate the expenses to your local cost centers using the instructions for “Transferring Non-Payroll Expenses between State and Local Funds”, located on the Finance website at: http://www.uh.edu/finance/pages/Ref_Non_Payroll_Exp.htm (select link “Detailed Instructions” for step-by-step guidance).
- This action will cause the Comptroller to hold the payment for the vendors debt, and the voucher will pay.

Expenses Not Allowable on State Funds

- Create a new voucher on cost center 00730 2080 H0157 F0171 NA
- The voucher will require a budget override, contact General Accounting to obtain the override.
- Attach the original Voucher Coversheet to the new voucher along with all required documentation such as contracts and invoices.
- Submit a request to Accounts Payable to cancel the original voucher, providing the new Voucher ID as documentation.
- The cancelation of the original voucher will reverse the expense and the liability in the departmental cost center. Recreating the voucher will move the liability and expense to the institutional cost center. The expense will be moved back to the departmental cost center once the voucher posts. This will allow Accounts Payable to identify the affected vendors and contact them.