**HiEd Payment Procedures**

Effective March 1, 2018, the departments are responsible for creating and processing PO vouchers for their Dell purchases through HiEd. The process is similar to what we currently have for Apple computer purchases.

Dell ship items/goods to the departments (ship to address).

Dell invoices HiEd.

HiEd pays Dell, and send HiEd invoices to UH Accounts Payable via e-mails.

New

UH Accounts Payable will distribute the department invoices to appropriate departments via e-mails.

New

UH departments create PO vouchers and process them to issue payments to HiEd.

Invoices received prior to March 1, 2018 will be processed by AP. If the department has questions, they may contact

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