



Procure-to-Pay Office Hours
October 23, 2025
Summary Notes

Travel

- Business justification for travel reports
 - 5W's, benefits to UC, attendance history or schedule, story, agenda etc. strong narrative needed
 - P-Card reports also need strong justification for each line
- Updated T&E Application
 - Individuals who have not completed the updated application will have their cards deactivated (if not on active travel)
 - Reach out to Travel if a departmental compliance list is needed

Accounts Payable & Tax Service

- Invoice to PO Matching process (AP Internal Process)
 - Campus Users - Open desired PO, View Details, then scroll down below it shows the Invoice number and status
 - When reviewing the life cycle of the PO - different statuses of an invoice
 - Validated but not paid? UCM processes payments on Wed/Fri so it could have missed the most recent payment date, or it isn't due based on the payment terms of the supplier, or it could be waiting for approvals based on total or funding type
 - If it's unpaid (\$0.00), it has not been paid yet - either due to paid cycle or payment terms
 - If a supplier submits their invoice with an incorrect or wrong PO, the system will lock the invoice to the PO as it was submitted, then AP must manually attach/link the invoice to the corrected PO, but the system will retain the invoice on the incorrect po historically

Procurement

- Submittal process - P-Card expense reports
 - Every 2 week basis - expense reports cannot be submitted on your behalf - can be reconciled on your behalf but not submitted
 - UC pays per-expense report to concur, saves the university money, please begin to group multiple expenses together onto one report
- Training
 - P-Card training monthly via UCLC - if you can't meet the scheduled dates reach out to pcard@ucmerced.edu to coordinate a 1:1 training or group training
 - BobcatBuy+ training bi-weekly also available via UCLC, and available to coordinate off-cycle group/department training