Who to Call:
AP Main Line: (843) 792-4343
Mellie Klinger, Accounts Payable Supervisor 792-3219

Invoices:
Shelley Prioleau 792-4038
Donna Burch 792-3058
Ter’Ra DuBois 792-4949

Travel Reimbursements:
Ter’Ra DuBois, UPS Coordinator 792-4949

Invoices: Send all invoices directly to Accounts Payable (AP).

Receivers: Send your receiving information to Accounting Services, MSC 817.
Necessary receiving information includes; copy of the Purchase Order you are paying or copy of your invoice marked “Received” with a signature and date, or an e-mail to Accounting Services indicating you have received your purchase.

For equipment over $4,651.16 (to which tax is added to make the value $5,000), send your receiving information to Property Control, MSC 817.
Remember: AP cannot receive in SmartStream, so if you are using an invoice as your receiving information, be sure to send a copy to both AP and Accounting Services.

Direct Payments for Purchases $2,500 or less (see Direct Pay Manual for all the Items that can be Direct Paid):
For payments of $250 or less, send directly to Accounts Payable MSC 824.
For payments greater than $250, send to Purchasing for approval; Purchasing will sign and forward to Accounts Payable as soon as possible.

Where to Find Information:
Please visit our website and click on the “AP Tool Kit” in the left menu bar. The web address is http://academicdepartments.musc.edu/vpfa/finance/controller/payroll/index.htm

Direct Payments Manual (can be processed from a Purchase Requisition or Direct Voucher):

Other useful tools found in the AP Tool Kit include:
Travel Smart Handbook (checklist for preparing travel reimbursements)
Direct Deposit Form for Accounts Payable payments (have travel reimbursements directly deposited in the traveler’s bank account)

Policies and Procedures are located on our website in the left menu bar. Use the drop down to select Accounts Payable or Travel and click on the Policies and Procedures you want to view.
http://academicdepartments.musc.edu/vpfa/finance/controller/payroll/index.htm

Accounts Payable Forms: Located on our website in the FORMS LIBRARY on the left menu bar http://academicdepartments.musc.edu/vpfa/finance/controller/payroll/index.htm
Use the drop down to select Accounts Payable and click on the Form you want to view.