



XAVIER
UNIVERSITY *of* LOUISIANA

Direct Deposit Reimbursement and Payment Procedures

Effective Date
August 15, 2018



June 1, 2018

Direct Deposit of Reimbursements and Payments

Section I - Direct Deposit of Reimbursements to Employees

Effective August 15, 2018, Xavier University will utilize a direct deposit process for travel and other employee expense reimbursements. The direct deposit process will involve the electronic transfer of funds for an employee's travel advance and/or travel reimbursement and other employee reimbursements directly from Xavier University's checking account into the checking or savings account of the University employee. The direct deposit method of payment will replace the paper check methodology for travel and other employee expense reimbursements.

The direct deposit process will benefit both the employee and the University as follows:

Benefits to employees include:

- Checks will not be required to be either mailed or picked up from the Cashier's window;
- Lost or stolen checks will not exist;
- Employees will not be required to deposit or cash checks; and
- Payments are automatically deposited and available immediately even if employees are off campus or out of town.

Benefits to the University include:

- Unclaimed or un-cashed checks will not be required to be reported to the State;
- Reduced time required for the University's bank account reconciliation process;
- Reduced research required for investigation of forged, stolen, or lost checks; and
- Reduced paper and processing costs.

A. Employee Travel Advances/Expense Reimbursements

The policies and procedures that are currently utilized for travel advances, travel reimbursements, and travel conference registrations will **not** change because of the implementation of the direct deposit process. All travel related costs will still be reported on the employee travel form/expense report with employees receiving their travel advance/reimbursement by direct deposit.

Direct Deposit of Reimbursements and Payments

Section I – Direct Deposit of Reimbursements to Employees, Continued

B. All Other Employee Reimbursements

For non-travel employee reimbursements, the University will also utilize the direct deposit methodology for payments to employees. However, to process the reimbursement request, employees must utilize the following procedures:

- For employee reimbursements over \$500, the employee will be required to utilize a Banner requisition/approved purchase order.
- For employee reimbursement under \$500, the employee should utilize the direct pay request form.

C. How to Enroll in Direct Deposit

There are two (2) options that an employee can use for a direct deposit. An employee can utilize (1) the direct deposit banking information currently documented for the direct deposit of their payroll check or (2) an employee can submit banking information to use a different account.

Option 1

If an employee utilizes the current direct deposit banking information on file (for payroll check deposits) the employee is still required to complete sections 1 and 3 of the Direct Deposit Authorization form (**Exhibit I**) and electronically submit the form for processing to the Direct Deposit Coordinator (DirectDeposit@xula.edu).

Option 2

If an employee elects to utilize a different bank account or is establishing a new direct deposit account, the employee must complete sections 1, 2, and 3 of the Direct Deposit Authorization form (**Exhibit I**). Additionally, the employee must either provide a voided check or an official letter from the bank which provides the ABA routing number and the account number for processing to the Direct Deposit Coordinator (Direct Deposit@xula.edu). An example of that information that will be required from the bank is provided at **Exhibit II**. Please note that **Exhibit II** is only an example, not the actual form to be utilized.

For each new direct deposit account established in the Banner system, a paper check will be issued by the University while the account is tested. The direct deposit process will usually start within one to two weeks, thereafter. Please ensure that the checking /savings account that is utilized for the direct deposit is officially the employee's account.

Direct Deposit of Reimbursements and Payments

Section I – Direct Deposit of Reimbursements to Employees, Continued

D. Changing a Direct Deposit Account

Changes to a direct deposit account generally take one to two weeks. An actual check will be issued between the inactivation of the current direct deposit account and the activation of a new checking account.

An employee must immediately contact the Direct Deposit Coordinator if the bank account is closed due to fraudulent account activity.

Section II - Accounts Payable

Direct Deposit to Vendors

The majority of accounts payable vendors and non-employees will be enrolled in the University's Accounts Payable Direct Deposit for Vendors program. For the remaining vendors, in the instance where employees require a check to be generated, the check request procedure as described in (**Exhibit III**) will be utilized.

The Office of Fiscal Services will contact the identified vendor to obtain the related authorization to convert the accounts payable payment process from a paper check to an electronic transfer. Upon completion of the vendor enrollment process, the Office of Fiscal Services will publish a listing of all vendors enrolled in the program. An approved invoice must be either submitted to the Office of Fiscal Services or electronically processed in the Banner system no later than the week before the Friday direct deposit transmittal to ensure a timely disbursement. Returned direct deposits will be reviewed and processed accordingly based upon the reason for the return.

The start date for the direct deposit program for vendors is August 15, 2018.



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Exhibit I

Direct Deposit Authorization for Faculty and Staff

June 1, 2018

SECTION 1

NAME _____ XUID# _____

Address _____

DAYTIME PHONE _____ EMAIL _____

Would you like to use the banking information that is already on file for your payroll direct deposit?

YES ☐ ☐

If yes, complete Section 3 and submit to the Direct Deposit Coordinator. If No, complete Sections 2 and 3 of this form and submit to the Direct Deposit Coordinator.

SECTION 2

BANK NAME _____ TYPE: CHECKING _____ SAVING _____

*ROUTING/TRANSIT Number _____ ACCOUNT Number _____

***Note: Failure to supply the correct routing number will cause a delay in processing your reimbursement.**

I hereby authorize XAVIER UNIVERSITY OF LA to electronically deposit my reimbursements, including travel directly to the bank account above and to correct any errors that may occur from these transactions. I authorize the financial institution indicated above to post transactions to the account. This authorization is to remain in force until XAVIER UNIVERSITY OF LA receives written notice from me of its termination in such time and manner as to afford the University and the bank named above a reasonable opportunity to act upon it. In the event that the University notifies the bank that funds have been deposited to my account in error I hereby authorize and direct the bank to return said funds to the University as soon as possible. In the event such funds have been drawn from that account so that the return of those funds by the bank to the University is not possible, I hereby authorize the University to recover those funds by deducting the amount of said funds from any future reimbursements from the University until the amount of the erroneous deposit has been recovered in full.

I have read, understand, and agree to the above authorization.

SIGNATURE _____ DATE _____

SECTION 3

EMPLOYEE'S SIGNATURE _____ DATE _____

Office of Fiscal Services Date Activated _____ Initials _____

Date Changed _____ Initials _____ Date Canceled _____ Initials _____



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Exhibit II

Financial Institution Information

Name of Bank: _____

Account Type:

Checking

☐

Savings

☐

Bank Routing Number:

Account Number:

Signature of Bank Representative

Date:



June 1, 2018

Check Request Procedures

As discussed in Section II of the Memorandum regarding the Direct Deposit of Reimbursement and Payments, the majority of Xavier's accounts payable vendors will be enrolled in the University's Accounts Payable Direct Deposit to Vendor program. However, certain expenditures that will be required to be processed utilizing the Direct Pay Request Form (**Exhibit IV**) will be paid with a paper check. The criteria used for this determination is past payment history and specific historical requests from departments.

Expenditures Eligible for Payment Utilizing a Paper Check

- Certain Presidential and Provost's vendor payments;
- Student Services departmental expenditures for student related activities;
 - Entertainment and DJs
 - Lighting, Sound, and Service
 - Novelty and Games
 - Food and Beverage
 - T-Shirt/apparel/trinkets
 - Transportation
 - Vendors that require a deposit
- Institutional Advancement departmental expenditures related to Special Events;
 - Entertainment
 - Lighting, Sound and Service
 - Rentals
 - Photography
 - Food and Beverage
- Student related expenditures related to the following summer program events;
 - Novelty and Games
 - Transportation
 - Food and Beverage
 - T-Shirt/apparel/trinkets
- Honorariums;
- Memberships;
- Consultant Travel reimbursements; and
- Travel related conference registrations.

An approved Direct Pay Request Form (that indicates how the paper check will be disbursed), along with the approved invoice must be submitted to the Office of Fiscal Services no later than the week before the Friday check release date to ensure the timely processing of a paper check disbursement.



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Exhibit III, Continued

June 1, 2018

Check Request Procedures, Continued

The Direct Pay Request Form can only be utilized for the previously described authorized uses. Therefore, all remaining purchases must be processed through the Banner electronic requisition system. It is a violation of the University's purchasing policy for any department to enter into a procurement relationship with any vendor if the desired procurement transaction has not been previously processed through the Banner electronic requisition system and assigned a purchase order number. The failure to comply with this requirement may result in personal liability for the purchase.

Paper checks are initially issued on the Friday of each week and are available to be picked up from the Cashier's Office which is located on the 3rd floor of Xavier South between the hours of 10:00AM - 12:30PM and 1:30PM - 4:00PM, Monday through Friday. A paper check will be held at the Cashier's window for 14 days before it is mailed.



190100

APPROVED BY _____ DATE _____
COST CENTER MANAGER OR PROJECT DIRECTOR

[illegible][illegible]

CORPORATE BUSINESS SUPPLIES, INC.

[MARGINAL WORDS]

PRINT OR TYPE NAME AND FULL ADDRESS OF PAYEE

SELECT METHOD OF
CHECK DISTRIBUTION:
☐ MAIL TO PAYEE
☐ PICK UP AT
CASHIER'S WINDOW

NAME		
STREET		
CITY	STATE	ZIP

XULA BANNER VENDOR I.D.

(REQUIRED)

ORIGINATOR:
SEND ALL COPIES TO
FISCAL OFFICE AFTER
DETACHING GREEN COPY