

**From:** controllers\_office-bounces@lists.wsu.edu on behalf of controllers\_office@lists.wsu.edu  
**Sent:** Wednesday, March 18, 2015 4:03 PM  
**To:** controllers\_office@lists.wsu.edu  
**Subject:** [Controllers\_office] Preauthorization of copier contract payments  
**Attachments:** ATT00002.txt

Good afternoon, Area Finance Officers,

*Did you know...* that **payments against copier contracts can be preauthorized for the life of the contract?**

Preauthorization of routine copier contract payments carries very low risk and provides a time and effort savings at the department level that is larger than you might think. Time spent reviewing and approving invoices, copying and mailing, tracking down invoices that are lost in transit and handling calls related to late payments are all expenses that are virtually eliminated with preauthorization. Preauthorization also ensures on-time payments and timely posting to accounting records.

With preauthorization, invoices are mailed directly to the Contracts Desk in Accounts Payable. The Contracts Desk makes payment each month based on the preauthorization form you provide to us. We review contract history each time a payment is made, and notify the department if anomalies such as an unusual amount are found. All information pertinent to the transaction is available immediately in PAPER.

To take advantage of this time and effort savings, please complete the [Contract Payment Preauthorization Form](#) and forward to Judy Davis at [judy.davis@wsu.edu](mailto:judy.davis@wsu.edu).

If you have questions on this process please direct them to Gerik Kimble at [gerik\\_kimble@wsu.edu](mailto:gerik_kimble@wsu.edu).

***Accounts Payable/Contracts Desk  
Business Services/Controller's Office***