

PROCEDURE

Effective Date: June 10, 2009

Approved By: Interim Vice President Kathy Wetherell Authority: POL-U5320.12 – Creating and Maintaining Customer and Vendor Information

Cancels:

See Also:

PRO-U5320.12C REVIEWING VENDOR RECORD CHANGES

Definitions:

Check Address – refers to the address the vendor check is remitted to.

Order Address – refers to the location the item is purchased from.

Action by:

Action:

Accounting Services
Vendor Maintenance

1. **Reviews** log of address changes to check and order addresses on a weekly basis for accuracy and appropriateness.
 - a. Compares changes on log to supporting documentation and to information maintained in Financial Repository.
 - b. If differences exist, contacts employee that made the change for clarification.

Department Employee

2. **Provides** clarification of change and additional documentation if requested.
3. **Reviews** list of vendors/customers for duplicates.
 - a. If duplicates exist, follow duplicate resolution procedures.

Accounting Services
Fiscal Supervisor

3. **Documents** approval of review of address changes and duplicate vendor/customer resolutions.