

## Useful Information from Accounts Payable

- When you see a new charge for equipment or a new added phone service to the bill make sure you have the appropriate lines added to your service order **BEFORE** sending the invoice to A/P.
- Make sure you put the SAP purchase order line number beside each phone number on the bill.
- When you have equipment charges make please give Accounts Payable the breakdown of your bill. Here is an example below.

**Say the bill total is \$1000 but some of the total is for equipment.**

**OK to Pay T273700000 (Make sure you sign the bill)**

**\$299.99 Equipment charges- Line 1**

**\$149.99 Equipment charges- Line 5**

- After you have audited your bill send the Front Page and the Account Summary (It says Wireless Detail with Cingular and Alltel). Also send the Equipment Detail pages if any were purchased. AP will scan these items behind the Accounts Payable Invoice section of Application Extender. You will be responsible for keeping the entire bill in case of audit. This will cut down on paper usage.
- If there are past due balances on your new bill please make sure you have sent the previous bill over for payment first. Contact customer service for your vendor to request a copy of the missing bill. Please note some vendors charge to send out a replacement bill. Notify Telecommunications if you are not receiving your bills.
- Bill payments for Cingular and Alltel are paid electronically. There will not be a check number found in SAP but the payments are generally received by the companies approximately 3 days after it is entered. Sprint and Verizon are paid by check. You will be able to pull their check information as normal.
- It is very important that you maintain enough funds on your service order to cover the entire fiscal year. Overages will occur but we ask that you email the cell phone buyer to add those overage funds so future payments will not be delayed.

The contacts in Accounts Payable that process your wireless bill payments are:

Alltel Wireless	Sherry Lane	<a href="mailto:lanesherryr@uams.edu">lanesherryr@uams.edu</a>	686-6825
Cingular Wireless	Sherry Williams	<a href="mailto:williamssherryj@uams.edu">williamssherryj@uams.edu</a>	686-6829
Sprint	Vicki Morden	<a href="mailto:mordenvickir@uams.edu">mordenvickir@uams.edu</a>	296-1444
Verizon Wireless	Stephanie Cox	<a href="mailto:stisdale@uams.edu">stisdale@uams.edu</a>	686-6826

The main Payable phone number 686-6821

The office fax number 686-6804