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Accounts Payable Web site launched

By **Jeff Samoray**, OU Web Writer

Oakland University's **Accounts Payable** Department has made it easier to make payments to university vendors and employees through its new Web site.

The site consolidates information in one location for ease of use. It allows visitors to download and print payment vouchers and purchase card forms and provides the latest information about department processes, links to OU administrative policies and procedures and Purchasing Department Web pages, valuable tips to help with accounts payable tasks, and department contact information. A Frequently Asked Questions page provides answers to commonly asked travel and purchase card questions.

"Staff at Oakland fill out a lot of vouchers and purchase card forms," said Robert Bonam, accounts payable manager. "Prior to the launch of our site, obtaining forms meant having to comb through the OU Administrative Policies and Procedures Web page to find the appropriate policy that is linked to the form. Our new site makes all of the pertinent forms accessible in one place. If you don't need to review the policy, you can access the form directly. But we also provide links to the policy for those who need such information. It makes conducting business with us easier and less time consuming.

"There also is a section that allows us to post pertinent news on any new forms or policy changes and a staff directory that lists their responsibilities so people know who to contact for a specific payment authorization.

The university community has responded favorably to the new site.

"We've had some positive comments, mostly from administrative assistants because it puts a lot of the tools they use in one area," Bonam said. "Basically, the site offers conveniences to the university community and allows us to communicate more effectively than by using mass e-mails. We'll continue to make updates to the site as we determine what pertinent or relevant information people need."

To provide comments about the site, click on the "Contact Accounts Payable" button on the **Accounts Payable** Web site or contact Robert Bonam at (248) 370-4395 or bonam@oakland.edu.

SUMMARY

Oakland University's Accounts Payable Department has made it easier to make payments to university vendors and employees through its new Web site. The site consolidates information in one location for ease of use.

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