

Service Center (SC) Vendor Set-Up Request

Service centers and auxiliary departments must be set up as a service center vendor to process payments via an SC voucher for goods or services purchased by UH and UHS departments. General Accounting is responsible for reviewing and approving SC vouchers submitted into workflow.

Service Center Name	General Bookstore		
Cost Center	00730-2060-H0157-G123-NA	Speed Type	12345
Contact Name	John Doe	Email address	jdoe@uh.edu
Account Code	50050	Telephone Number	713.743.1234
SC Vendor Approvers			
Role	Name	Employee ID	
Creator	Sally Fields	1234567	
Department Approver	John Johnson	7654321	
Intermediate Approver	NA	NA	
Does the department have to provide an order form? No NA Will a price list be provided? No Generic pricelist provided on invoice. Will an invoice or receipt be provided? Yes Invoice must be provided. If invoice is not provided an itemized receipt must be uploaded. Is prepayment required? Yes NA			
Email completed form to General Accounting, jfloyd@uh.edu DO NOT WRITE BELOW THIS LINE			
General Accounting will review form for completeness and submit to Accounts Payable to set-up vendor. Accounts Payable will review form and create SC vendor with provided information. Accounts Payable will submit this form to General Accounting with SC vendor number assigned to service center. <u>Enter SC Vendor Number for service center.</u> General Accounting will provide service center contact with assigned SC vendor number.			
General Accounting Reviewed By	Click here to enter text.	Date	Click here to enter a date.
Accounts Payable Set-Up By	Click here to enter text.	Date	Click here to enter a date.
Service Center Notified By	Click here to enter text.	Date	Click here to enter a date.