

Vendor Inactivation Process

Vendor master files require ongoing maintenance to ensure data integrity. The Purchasing department is responsible for managing the internal controls and procedures that maintain our vendor master files. Vendor master file management helps guard against duplicate payments, allows for compliance with State of Ohio regulations, and prevents IRS notices and fines. Vendor master file management also greatly reduces BGSU's exposure to fraudulent activity. The procedures noted below are designed to meet these objectives.

Independent Contractors

The independent contractor process is a yearly process that requires the vendor be inactivated at the end of the 12-month period from the date HR & Controller reviewed the vendor information. At this time the vendor will be inactivated and a notification will be sent to the department that hired the independent contractor to let them know that a new Independent Contractor Agreement will need to be completed and an invitation sent to the independent contractor through PaymentWorks. This annual review allows us to comply with State and University guidelines.

All Vendors

Purchasing will run a vendor inactivate process yearly that will inactivate vendors who have not been used for 2 years. A list of these vendors will be sent out to the B&BA listserv. In the event your department must purchase goods or services from one of these vendors, you will need to send them an invitation through PaymentWorks, so they can update their information.