



Payment Policies and Procedures Invoices with Prior Approval Effective Date: July 1, 2009 Board Approval: June 9, 2009
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1. Purpose.

To provide procedures for processing invoices with prior approval.

2. Procedures for Invoices with Prior Approval.

2.1. Accounting Clerk Receive invoice from vendor and give to Accountant to match against purchase order or requisition.

2.2. Requestor Indicate the date received and sign packing slip or invoice. Return to Accountant.

2.3. Accounting Clerk Enter information into Accounts Payable system to generate check.

Note on purchase requisition/order on a line by line basis what has been received. Once all goods are received, close out purchase requisition/order. If not closed out within 60 days, research open items.

For invoices related to written agreements, obtain proper accounting information from the Purchasing Department.

2.4. Vice President of Fiscal Operations

For payments related to written agreements, provide accounting information and verify sufficient budget exists for the payment. If insufficient funds exist, determine if a transfer of budget funds is required as described in the Budget Control Policy and Procedures. Review and sign check run.

2.5. Accountant Run check batches and mail checks once per week, or as needed.

2.6 Accounting Clerk File check stub in vendor payment file with invoice and/or other documentation attached.