



Payment Policies and Procedures

Invoices without Prior Approval

Effective Date: July 1, 2009

Board Approval: June 9, 2009

1. Purpose.

To provide procedures for processing invoices without prior approval.

2. Procedures for Invoices Without Prior Approval.

2.1 Accounting Clerk Receive invoice from vendor. Determine that prior approval in the form of a purchase requisition/order, check request, or written agreement has not been received.

2.2 Accountant Review invoice to determine compliance with policies and procedures, including, price quotes, State contract number, appropriate accounting information, completeness, budget availability, proper authorizing signatures, and compliance with contracts, grants, and other legal requirements.

If not acceptable, return to place of receipt with explanation.

If acceptable, process for payment by completing necessary paperwork and authorizations.

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

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

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