

3357:13-17-201 Payable Processing

(A) Requisitions:

- (1) On-line requisitions are entered into the accounting system by designated employees. The system verifies fund availability prior to the finalization of the requisition. Each requisition is approved by the Controller to verify object code assignment, the budget manager and if the total amount of the requisition exceeds \$1,000 the appropriate Vice President. Once all approvals are completed, the Staff Accountant converts the requisition to a purchase order and prints for signature.
- (2) The Vice President for Business and Administrative Services officially signs the purchase order.

(B) Purchase Orders:

- (1) Vendor is mailed, emailed or faxed a copy of the purchase order.
- (2) Purchasing/Accounts Payable copy is filed alphabetically in the open purchase order file.

(C) Accounts Payable:

- (1) Date stamps all incoming mail on a daily basis.
- (2) Matches receiving copy and packing slips to the open purchase orders.
- (3) Assures that everything that was billed was received.
- (4) Assures that the price is the same on the invoice and the purchase order. If pricing differences do occur, obtain approval for higher priced items. If item is less, any funds remaining go back into the appropriate account once the payment has been made.
- (5) Assures that all allowable discounts are taken due to the terms of the invoice.
- (6) Verifies that all calculations on the invoice are correct.
- (7) Verifies on Blanket Orders that the total amount is not exceeded.

(D) Direct Vouchers:

- (1) Payroll Payables are entered as direct vouchers each payroll cycle.
- (2) Direct Pays are generally used for *Travel Expense Reports*, *Monthly Mileage Reports*, *Petty Cash Reimbursements*, and *Prepayments of any kind* (see attached forms). Direct pays are posted within an existing batch and processed for payment. Prior to entering in the system, account and fund availability is verified.

(E) Check Processing

- (1) The Staff Accountant codes all invoices and enters the date due for payment and files the completed invoices in the “Ready for Payment” file.
- 2 The Staff Accountant creates a batch for the payment of completed invoices. Due to workload, this can be done on a daily or weekly basis. A check payment selection report is run to verify the total posting.
- (3) The Director of Accounting Services reviews/approves the expenditures prior to the final posting and printing of the checks.
- (3) The Staff Accountant posts the batch and two sets of checks are printed. One set is on pink paper for the Accounts Payable file and the other set is the original checks.
- (5) A check register is printed and signed by the Director of Accounting Services. All checks over \$5,000 require two (2) original signatures. This is normally the Vice President for Business and Administrative Services and the President. The Chair of the Board of Trustees also has authority to sign checks if needed.
- (6) Checks and any necessary enclosures are mailed to the Vendor.
- (7) A copy of the check is attached to the payable package.
- (8) The payable package is then filed alphabetically in the fiscal year’s files.

Effective: June 1, 2020

Next Review: June 1, 2025

Review Dates: 10/24/05, 6/1/20