PAYABLE PROCESSING   Effective:
Policy No. 3357:13-17-201
Page 1 of 2

Purchase Orders:
➢ On-line requisitions are entered and the Controller assures that there are funds available in the account before the purchase order is printed. Purchase orders are then printed through the COCO System.

➢ The Vice President for Business and Administrative Services officially signs the purchase order.

Purchasing then distributes as follows:
➢ Vendor is mailed or faxed the purchase order.
➢ Copy is given to Receiving Department if goods are to be received; otherwise the receiving copy is attached to the Accounts Payable copy.
➢ Purchasing/Accounts Payable copy is filed alphabetically in the open purchase order file.

Accounts Payable:
➢ Date stamps all incoming mail on a daily basis.
➢ Matches receiving copy and packing slips to the open purchase orders.
➢ Assures that everything that was billed was received.
➢ 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 monies remaining go back into the appropriate account once the payment has been made.
➢ Assures that all allowable discounts are taken due to the terms of the invoice.
➢ Verifies that all calculations on the invoice are correct.
➢ Verifies on Blanket Orders that the total amount is not exceeded.
➢ Enters Direct Pays and verifies that the appropriate account is coded on the transaction. Verifies that the monies are available. Must assign a manual purchase order for posting purposes. 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.
➢ Enters Payroll Payables each payroll. Posted as Direct Pays. Balanced within a batch and processed the same. The payable package and check copy are given to Payroll to file.
➢ Codes the invoice and enters the date due for payment. Files the complete package in the "Ready for Payment" file.
➢ A batch is created for the payment of invoices. Due to workload, this can be done on a daily or weekly basis. A tape is run to verify the total posting. As long as the batch is not posted, it can be updated as many times as needed before the final post. Payables are posted through the COCO System.

- Once the batch is complete, Accounts Payable then forwards the batch to the Controller for approval prior to the final posting and printing of the checks.
- Controller reviews the expenditures and returns the supporting documentation to Accounts Payable.
- The batch is posted and two sets of checks are printed. One set is on pink paper, marked "copy" for the Accounts Payable file and the other set is the original checks. A tape is run to verify that the total checks equal the total payables.
- A check register is printed and signed by the Controller. All checks over $5,000 require two (2) original signatures. This is normally the Controller and the Vice President for Business and Administrative Services. The President also has authority to sign checks if needed.
- Checks and any necessary enclosures are mailed to the Vendor.
- A copy of the check is attached to the payable package.
- The payable package is then filed alphabetically in the fiscal year's files.