

## **207-02 ACCOUNTS PAYABLE-PROCEDURE**

### **1. PURPOSE**

The purpose of the Accounts Payable Procedure is to establish criteria for the proper disbursement of College funds.

### **2. PROCEDURE**

1. The College pays invoices in a timely manner to avoid late fees and maximize allowable discounts.
2. Invoices require approval up to the appropriate approval level as established by Purchasing Procedure 202-01. If an order was placed through the requisition process, approval to pay an invoice is only required from the budget manager of record, regardless of the amount.
3. All payments must be authorized by the Budget Manager of record. If a purchase is not associated with a purchase order, the invoice must also include the correct fund, organization, and account coding.
4. For items that do not require a purchase order, the use of a College purchasing card is preferred.
5. Payments are only made from invoices. Statements, packing lists, or receiving records are not adequate documentation to initiate payment.
6. Electronic payment through the Automated Clearing House (ACH) is the preferred disbursement method. All vendors will be encouraged to accept ACH payment as the primary means of remittance.
7. Petty cash reimbursements must be submitted on the Petty Cash Form, with all receipts attached and the fund, organization, and account coding noted. This form must be signed by the budget manager of record prior to reimbursement. Petty cash reimbursements are limited to \$30.
8. All purchases of food, drinks, or catering must be approved before the purchase is made. The College may not use public funds to pay for food or meals where the public purpose has not been established.
9. The Business Office has made a gasoline card available to employees who do not have a College purchasing card to assist with the cost of gas for travel. The preferred use of this card is for field trip travel. The card must be returned during the first available business day upon return from travel. The user is required to return detailed receipts for all purchases and include correct fund, organization, and account coding at the time the card is returned.
10. All purchases of tangible goods must be shipped to the Lone Tree campus and officially received by the shipping and receiving department, unless arrangements have been made in advance, through shipping and receiving, for alternate delivery. Invoices cannot be paid until shipping and receiving has verified the delivery of goods. Goods are not to be removed from shipping and receiving without authorization from the shipping and receiving department.
11. Personal items may not be delivered to any campus, instructional site, or official place of business.

### **3. BACKGROUND**

1. References: Government Finance Officers Association, State of Arizona Financial Accounting and Reporting Manual, Generally Accepting Auditing Standards (GAAS).
2. Revision history: 12/06/2017 (new)
3. Legal review: none
4. Sponsor: Business and Administrative Services

Adopted by College Council: 12/06/2017

**COCONINO COMMUNITY COLLEGE**