

<b>Subject: Accounts Payable Checks</b>	Author:
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Approved By:	Page 1 of 1

Voucher requests must be documented by an original invoice, statements, and/or receipts. Reimbursements must be accompanied with receipts for all expenses. The Controller's Office will maintain for its files a scanned copy, which will be maintained for a period of 3 years.

A) The following obligations will be processed through the accounts payable system:

- 1) All financial obligations on a duly authorized purchase order in which the university gives promise to pay at some future time for goods and/or services received and/or rendered.
- 2) Disbursements for utilities, freight, employee and non-employee petty cash funds, travel reimbursements, Bursar's, Financial Aid Request refunds, payments to non-employees for miscellaneous services rendered and other non-procurement transactions

B) The following transactions will NOT BE processed through the accounts payable system:

- 1) Payments for services by an employee, whether for regular, part-time or casual labor, must be submitted through the payroll system. 2) University checks will not be issued for amounts less than \$1.

\*\* Accounts Payable checks will be processed in accordance with predetermined supplier payment terms. A minimum of 5-7 days should be allowed for payment of items that are considered "Due Upon Receipt". Checks are not available for same-day processing, and should never be promised to suppliers in the same day. Also, the Controller's Office does not have the capabilities of producing manual, handwritten or typed checks. Although next-day check processing may be available in certain emergency cases, please contact the Controller, Associate Controller or the Manager of Accounting Operations for approval prior to making a commitment to a supplier.