

## ACCOUNTS PAYABLE GUIDELINES

### **IMPORTANT REMINDERS –**

Accounts payable checks are processed and mailed Friday on a weekly basis. In order to meet the processing deadline, all Check Requests must be submitted by Tuesday at 4:00 p.m. to go out that week.

To ensure that we pay an invoice only once, it is very important that Accounts Payable pays vendors only from the original invoice.

Pay particular attention to the paperwork sent to Accounts Payable. We do not pay from packing slips, statements or copies of invoices. Please check carefully before sending to Accounts Payable that only original invoices are attached for payment. This is true for both purchase orders and check requests. **Attach only original itemized receipts or invoices.** Auditor directions to Accounts Payable specify that we do not pay from copies. If the receipt does not identify what was purchased, please write that information on the receipt. A little background is very helpful and frequently saves time and a phone call.

Where there is a stub to be sent with payment, send the entire original notice to Accounts Payable (not just the stub). With all other invoices or payment requests, send the original paperwork and a copy of any paperwork that needs to accompany the check.

Payment is made with an "Order Form" attached only when the check goes with the order.

### **For payment directly to an organization for conferences –**

If you choose to use a purchase order (PO) for conference registration, please remember to enter the receiver after the order is generated. Send Accounts Payable the conference information sheet with a note that payment can be made (they must have the conference information/registration/invoice for back-up to pay). If a conference registration requires a check with the PO, mark the "Req Cd" box with "CK". This will alert Purchasing and Accounts Payable that pre-payment is required. Check requests for conference registrations directly to the vendor may be easier. Either way, Accounts Payable needs the same background information for payment to be made; the conference information/registration sheet and, if overnight, the Conference Request Form.