

SUBJECT: Disbursements	Effective Date:	Policy Number:
	July 1, 2011	04-1-009
	Supersedes:	Page 1 Of 3
	Policy: Date:	
Responsible Authority:		
Fiscal		

I. Purpose and statement of operational policy underlying the procedure.

This policy is designed to provide a clear, consistent policy for the disbursement of payments for goods and services received by the College. All payments, except payroll salaries, are processed by the Accounts Payable staff of the Fiscal Department after ascertaining that all prior procedures for expenditures have been met. Payroll salaries are disbursed by the Payroll/General Ledger Accountant.

All invoices submitted for payment must be accompanied by appropriate documentation, which includes a purchase requisition/check request with account numbers and appropriate signatures. Invoices that cannot be matched with documentation are considered unauthorized purchases and the College will not honor such invoices.

II. Applicability/Scope

All disbursements of the College

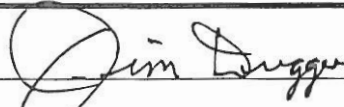
III. Process for Implementing Procedure

Responsibility	Action	Timeline
Originator/Department Head	Submits purchase requisition/ check request to Cabinet member for approval	Ten days prior to check due date
Cabinet Member	Reviews submitted purchase requisition/check request for accuracy. Approved signature attests that budget funding is available for requested item(s). Forwards approved requisition to Assistant to Vice President/CFO/Purchasing	No later than nine days prior to check due date
Assistant to Vice President/CFO/Purchasing	Reviews requisition for overall completeness	Upon receipt
Assistant to Vice President/CFO/Purchasing	Submits requisition to Vice President/CFO for approval	After review
Vice President/CFO / Controller	Approves requisition and returns it to Assistant to Vice President/CFO/Purchasing	After receipt
Assistant to Vice President/CFO/Purchasing	Determines if purchase order is required. If so, issues purchase order	After approval of requisition by Vice President/CFO
Assistant to Vice President/CFO/Purchasing	If purchase requisition is for travel, makes travel arrangements and informs originator	Upon approval of Vice President/CFO
Grants Accountant	If purchase requisition is for grant expenditures, reviews for Fund 2 (Restricted Account) budget availability. Account numbers and appropriate signatures must be included prior to forwarding requisition/request to Grants Accountant.	No later than nine days prior to check due date
Grants Accountant	Approves requisition and submits to Title III Director (if needed) and Vice President/CFO for approval	No later than nine days prior to check date
Vice President/CFO	Approves requisition and returns it to Assistant to Vice President/CFO/Purchasing	After receipt
Assistant to Vice President/CFO/Purchasing	Submits purchase requisitions to Accounts Payable Specialist for check processing, except for travel requisitions which are charged to College credit card. Retains copies for files.	Within two days of receipt
Assistant to Vice President/CFO/Purchasing	Emails originator of requisition when request has been forwarded to	After submission of requisition or Purchase

	Accounts Payable or when Purchase Order number has been provided to vendor. Copy of Purchase Order is provided to Mailroom Manager to contact originator when merchandise is received.	Order number
Accounts Payable Specialist	Generates checks and check lists and forwards to Controller	No later than seven days prior to check due date
Controller	Reviews checks, check lists, and supporting documentation. Signs checks and forwards to Vice President/CFO	No later than seven days prior to check due date
Vice President/CFO	Reviews and signs checks and forwards to Customer Relations Associate in Fiscal department	No later than seven days prior to check due date
Vice President/Chief Financial Officer	Reviews and signs checks and forwards to Customer Relations Associate in Fiscal Department	No later than seven days prior to check due date
Manager of Accounting	Uploads to banking institution's Positive Pay website the listing of Fund 1 (Unrestricted Account) checks processed	Same day as checks processed
Customer Relations Associate	Prepares checks and supporting documentation for mailing or distribution per instructions listed on purchase requisition/ check request. Attaches copies to back-up detail for filing by Accounts Payable Specialist	No later than seven days prior to check due date
Accounts Payable Specialist	Receives copies of check vouchers and supporting documentation. Maintains paperwork alphabetically in Accounts Payable files.	Within five days of receiving paperwork for filing

IV. Related policies/References for more information

Check Signing Policy
Purchasing Manual
Purchase Requisition
Title III Purchase Requisition

Authorizing Official: <u></u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	

