

Davis Applied Technology College: A Utah College of Applied Technology Campus Payment Policy and Procedures

General Policies

02-00

Effective Date: 01 April 1999

Administrative Council Approval: 16 March 1999

Board Approval: 25 March 1999

1. Purpose.

The purpose of this policy is to provide an overview of the payment policies and procedures for goods and services paid for with DATC funds.

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3. Policy.

- (1) All payments must be approved by an employee who is authorized in writing by an Administrator. On at least an annual basis, each Executive Administrator shall submit a listing of employees under their direction who are authorized to make purchases and authorize payments. The list shall contain the employee's name, job title, amount authorized for purchasing and payment approval, and any approval signatures required. These lists must be approved by the Controller. All payments \$2,000 or more must be approved by an Administrator.
- (2) Unless specifically exempted by policy, approval should take place prior to the purchase of goods or services in the form of a purchase requisition, purchase order, check request or written agreement.
- (3) Purchase requisitions and purchase orders shall serve as prior payment approval as discussed in the Purchasing Policy and Procedures.
- (4) Written agreements shall serve as prior approval for goods or services related to contracts, leases, maintenance agreements, utilities, etc. Repairs should be approved in advance by a Budget Program Manager.
- (5) Check requests shall serve as prior approval for travel advances, memberships, subscriptions, postage, or other items which require payment prior to receiving purchased goods or services. For requests that require an internal approval form to be completed, such as a travel advance request, or for which an invoice has already been received, such as a subscription or membership notice, a check request is not required. However, the internal approval form or invoice must go through the same approval procedures as a standard check request for prepaid goods or services.
- (6) Requests related to out-of-state travel must be approved by the Superintendent.
- (7) All invoices should be sent by vendors directly to the Accounts Payable Technician in the Fiscal Services Office.
- (8) Invoices received for which prior approval was not received must be justified to the Accounting Services Coordinator and the Budget Program Manager by the purchaser before payment will be made.

- (9) Every attempt should be made to take advantage of early payment discounts, rebates, etc. if the effort to obtain these is not greater than the benefit.
- (10) The Accounting Services Coordinator shall track invoices against purchase requisitions, purchase orders, and contracts to ensure proper approval has been made and that purchase orders are closed out once all goods and or services are received and paid for.
- (11) The Fiscal Services Office shall comply with all IRS Form 1099 reporting requirements.
- (12) The Accounting Services Coordinator will check payments against available budgets. If payments are made which cause a budget to be exceeded, the Budget Program Manager shall be required to transfer funds from another account within their budget to cover the overage (as described in the Budget Control Policy and Procedures).
- (13) If an invoice amount exceeds the purchase requisition or order by an amount greater than \$100, the purchase order or requisition must be amended and approved by the appropriate authorized signers.
- (14) Urgent checks may be requested in emergency situations or in instances when payment is required under a short deadline. Urgent checks must be requested no later than 24 hours before needed if possible, and shall be approved by the Accounting Services Coordinator.

Davis Applied Technology College: A Utah College of Applied Technology Campus
Payment Policy and Procedures
Invoices With Prior Approval

02-01

Effective Date: 01 April 1999

Administrative Council Approval: 16 March 1999

Board Approval: 25 March 1999

1. Purpose.

The purpose of this policy is to outline the policies and procedures for making payments for goods and services from DATC funds for invoices with prior approval.

2. Procedures.

- (1) A/P Technician Receive invoice from vendor. Match against purchase order or requisition.

Send packing slip or invoice to requestor to verify goods or services were received.
- (2) Requestor Indicate the date received and sign packing slip or invoice. Return to A/P Technician.
- (3) A/P Technician Enter information into Accounts Payable system to generate check.

Note on purchase requisition/order on a line by line basis what has been received. Once all goods are received, close out purchase requisition/order. If not closed out within 90 days, research open items.

For invoices related to written agreements, obtain proper accounting information from Accounting Services Coordinator.
- (4) Accounting Services
Coordinator For payments related to written agreements, provide accounting information and verify sufficient budget exists for the payment. If insufficient funds exist, notify Budget Program Manager that a transfer of budget funds is required as described in the Budget Control Policy and Procedures.
- (5) A/P Technician Run check batches and mail checks once per week, or as needed.

File pink check copy in vendor payment file with invoice and/or other documentation attached. File yellow check copy in numerical check file.

Davis Applied Technology College: A Utah College of Applied Technology Campus
Payment Policy and Procedures
Invoices Without Prior Approval

02-02

Effective Date: 01 April 1999

Administrative Council Approval: 16 March 1999

Board Approval: 25 March 1999

1. Purpose.

The purpose of this policy is to outline the policies and procedures for making payments for goods and services from DATC funds for invoices without prior approval.

2. Procedures.

(1) A/P Technician Receive invoice from vendor. Determine that prior approval in the form of a purchase requisition/order, check request, or written agreement has not been received.

Forward invoice to proper Budget Program Manager requesting account number, approval and explanation as to why prior approval was not received, and verification that goods or services were received.

(2) Budget Program Manager Determine account number, budget availability and provide brief written explanation as to why prior approval not received. Verify that goods or services were received.

If insufficient budget exists in the account, determine which account from within your budget that funds can be transferred from as described in Budget Control Policy and Procedures.

Forward information to Accounting Services Coordinator.

(3) Accounting Services Coordinator Review invoice to determine compliance with policies and procedures, including, price quotes, State contract number, appropriate accounting information, completeness, budget availability, proper authorizing signatures, and compliance with contracts, grants, and other legal requirements.

If not acceptable, return to Budget Program Manager with explanation.

If acceptable, forward to A/P Technician.

(4) A/P Technician Enter information into Accounts Payable system to generate check.

Run check batches and mail checks once per week, or as needed.

File pink check copy in vendor payment file with invoice and/or other documentation attached. File yellow check copy in numerical check file.

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Payment Policy and Procedures
Requests for Prepaid Goods and Services

02-03

Effective Date: 01 April 1999

Administrative Council Approval: 16 March 1999

Board Approval: 25 March 1999

1. Purpose.

The purpose of this policy is to outline the policies and procedures for making payments for goods and services requiring advance payment.

2. Procedures.

(1) Requestor

Review request for availability of budgeted funds.

Complete Check Request form, including all fields. Check the Check Request box (for Purchase Order Request see Purchasing Policy). In price section, include all related costs including shipping, handling, etc.

If the request is for a prepayment which requires an internal approval form, such as a travel advance request, or if an invoice has already been received, such as for a subscription or membership, the internal form and invoice can be substituted for the check request.

Attach copy of billing to Check Request form.

Verify the proper account code number and sign the Check Request form.

Obtain all appropriate approval signatures on the form.

Forward all copies to Accounting Services Coordinator.

(2) Accounting Services
Coordinator

Review request to determine compliance with policies and procedures, including, price quotes, State contract number, appropriate accounting information, completeness, budget availability, proper authorizing signatures, and compliance with contracts, grants, and other legal requirements.

If the purchase is for information technology goods or services, determine that approval has been obtained from the Information Technology Department.

If the purchase request is for office supplies or other items that should be carried by the Bookstore, forward the request to the Bookstore Manager for processing unless approval is granted to purchase without using the Bookstore. Notice should also be given to the Requestor if the document was forwarded to the Bookstore.

If the purchase request is for food items that should be ordered through Food Service, return the request to the Requestor unless the purchase order has the approval signature of the Kitchen Coordinator.

If not acceptable, return to Requestor with an explanation.

If acceptable, forward all copies to Accounts Payable Technician.

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(3) A/P Technician

Give yellow copy of Check Request form to Shipping and Receiving for tracking purposes.

Return pink copy of the Check Request form to Requestor indicating the purchase has been approved.

Enter information into Accounts Payable system to generate a check.

Run check batches and mail checks once per week, or as needed.

File pink check copy in vendor payment file with white copy of Check Request form and other documentation attached. File yellow check copy in numerical check file.

Davis Applied Technology College: A Utah College of Applied Technology Campus
Payment Policy and Procedures
Requests for Urgent Checks

02-04

Effective Date: 01 April 1999

Administrative Council Approval: 16 March 1999

Board Approval: 25 March 1999

1. Purpose.

The purpose of the policy is to outline policies and procedures for making payments for goods and services from DATC funds using urgent checks which are needed prior to the next regularly scheduled check run.

2. Procedures.

(1) Requestor

Review request for availability of budgeted funds.

Complete Check Request form, including all fields. Check the Check Request box (for Purchase Order Request see Purchasing Policy). In price section, include all related costs including shipping, handling, etc.

If the request is for a prepayment which requires an internal approval form, such as a travel advance request, or if an invoice has already been received, such as for a subscription or membership, the internal form and invoice can be substituted for the check request.

Attach copy of billing to Check Request form.

Verify the proper account code number and sign the Check Request form.

Obtain all appropriate approval signatures on form.

Hand carry all copies to Accounting Services Coordinator and indicate that an urgent check is necessary.

(2) Accounting Services
Coordinator

Review request to determine compliance with policies and procedures, including, price quotes, State contract number, appropriate accounting information, completeness, budget availability, proper authorizing signatures, and compliance with contracts, grants, and other legal requirements.

If the purchase is for information technology goods or services, determine that approval has been obtained from the Information Technology Department.

If the purchase request is for office supplies or other items that should be carried by the Bookstore, forward the request to the Bookstore Manager for processing unless approval is granted to purchase without using the Bookstore. Notice should also be given to the Requestor if the document was forwarded to the Bookstore.

If the purchase request is for food items that should be ordered through Food Service, return the request to the Requestor unless the purchase order has the approval signature of the Kitchen Coordinator.

If not acceptable, return to Requestor with an explanation.

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If acceptable, forward all copies to Accounts Payable Technician indicating that an urgent check is necessary.

(3) A/P Technician

Give yellow copy of Check Request form to Shipping and Receiving for tracking purposes.

Return pink copy of the Check Request form to Requestor indicating the purchase has been approved.

Enter information into Accounts Payable system to generate a check.

Run check batches and mail checks as soon as is practicable.

File pink check copy in vendor payment file with white copy of Check Request form and other documentation attached. File yellow check copy in numerical check file.