

ACCOUNTS PAYABLE POLICY

1. PURPOSE OF THIS POLICY

The purpose of this policy is to establish policy statements, guidelines and procedures to effectively manage the Accounts Payable processes at [COMPANY] (the "Company"). It establishes procedures and practices for the purpose of paying for goods and services as well as reimbursements to individuals as part as carrying out the Company's business.

2. OBJECTIVE

The objective of this policy is to provide guidance for the recording of expenditures to ensure that vendors, suppliers and employees are paid both the accurate amount and in a timely manner.

3. SCOPE

This policy applies to all Accounts Payable at [COMPANY].

4. DEPARTMENT RESPONSIBILITY

Each department is responsible to ensure that invoices reach the Accounts Payable office in a timely manner. It is not the function of the vendors, suppliers or employees to bring invoices to Accounts Payable.

Supporting documentation must accompany each request for payment. If proper documentation is not included with the request for payment, Accounts Payable will not process payment and the documentation will be returned and/or the department will be notified to provide proper paperwork.

Authorized departmental signature(s) are required. Any documentation without the appropriate signature(s) will be returned to the originating department for compliance.

5. REIMBURSEMENT REQUESTS

The Company will reimburse employees for business expenses incurred as part of their job responsibilities or incurred while on required travel. Employees request and submit all supporting documents for these expenses, utilizing the web-based expense reimbursement. These transactions are approved electronically by the department / division / unit head or designee. Once all the approvals have been made, the document electronically passes to Grants and Contracts, Administrators and Accounts Payable. Accounts Payable reviews the supporting documentation and approves the report for reimbursement.

6. PROCESS OF PREPARING A DIRECT PAYMENT REQUEST

The electronic check request form should be completed for direct payments and the completed approved form and supporting documentation should be emailed to Accounts Payable for processing.

Accounts Payable Manual Template

Bonnie Biafore

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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