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"Creating an excellent
college experience"

Date Issued: April 2011	Policy Number: 300
Section: Administration	
Subject: Processing of Invoices	

Processing of Invoices:

Invoices are to be processed in a timely and efficient manner in order to ensure all discounts are received and no penalties occur. Management's responsibility will be to make sure that all invoices are being submitted to the Business Office in a timely manner. The Business Office should be informed immediately of any errors in invoices by emailing the Accounts Payable Clerk or Business Manager, with the invoice information and what is wrong.

Procedure:

- 1) All deliveries are to be processed in and the invoice signed by the designated person checking them in.
- 2) All invoices are immediately placed in the designated area where Business Office will pick them up on a daily basis.
- 3) Accounts Payable Clerk will process the invoice within two days after receiving the invoice.
- 4) Invoice will be scanned with Cover Sheet and saved in appropriate file. Invoices are filed by the month in which they are dated.
- 5) Invoice will then be sent to purchasing for payment.

All managers may review invoices as needed by going to the following example file:

S:\Dining Shares\Business Office\Invoices\Scanned Invoices\FY2011\January 2011

Each invoice will be saved by the fiscal year, month and date.

The invoices will be scanned the day they are processed, and saved the same day.