

Accounts Payable & Cash Disbursement Policy

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(SJA)

Department:	Finance
Number:	200.1.2
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I. Policy:

It is the policy of SJA to produce timely payment to the vendor. The matching principle states that expenses should be recorded in the period in which goods services are rendered. In order to apply this principle, an invoice must be received from a vendor and recorded in our software within a reasonable amount of time.

II. Procedures:

- A. Is it the purchaser responsibility to ensure that all purchases are made in the best business interest of SJA and be well document for tracking.
- B. It is the responsibility for the purchaser to ensure that invoices correctly identify work Performed or goods received. Accurate information will provide support documentation for independent auditors are required by Generally Accepted Accounting Principles.
- C. Vendor invoice must be an original document and contain specific information.
Basic components include:
- An original invoice number
 - Purchase order number (if applicable)
 - Bill to and Ship to addresses (including name of purchaser)
 - Customer telephone number
 - Billing period or date of service
 - Detailed description of services or products purchased
 - Ensure that sales tax is not included. Purchaser should convey the sales tax exemption status (please see Finance office if needed).
 - All new vendors require a W-9 for payment.
- D. Account Payable
- Invoices will be distributed to the department originating the purchase for review and approval.
 - Review will include checking the quantities and pricing and verifying completion of work or items received.
 - Packing lists, if available should be attached when items are received, quantities should be verified, initialed/ dated as received and forwarded to Accounting.
 - Responsible department will prepare an Accounts Payable Distribution form/voucher for payment to be attached to the invoice. The form will include the amount requested for payment, the appropriate account number(s), invoice date/ number and the department manager approval.
 - The invoice will be forwarded to Accounting for payment.

- E. Request for Reimbursement and Check Requests
Employee will prepare the Reimbursement Request/ Check Request form when requesting a check to be issued. The form is to include information on the payee, mailing instructions, date needed, signature of requestor and departmental manager and appropriate account number(s). If a reimbursement, original receipts must be attached. Requests are to be Accounting for issuance of check.
- F. Cash Disbursement
- Accounting will process all requests for disbursements based upon invoices and checks requests received by the end of the day Wednesday each week.
 - The invoices or check request will be entered into the accounting system and a check Will be issued based upon due date/requested date indicated on the form.
 - The original check will be sent to the vendor, a copy filed accounting department.
- G. Electronic Funds Transfer
- No EFT payments will be made with the exception of Payroll and Payroll taxes which are handled by a third party payroll company

Approved by: 
President/CEO

Date 11/16/2021