

PAYMENT PROCEDURES

It is the policy of the Board of Trustees to have orderly and fiscally sound procedures for the processing and approval of demands for payment from district funds.

See following page for procedure.

Adopted July 19, 1989
Reformatted April 19, 2010

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All demands for payment from district funds will be processed in the Business Office. Payment will be supported by invoices approved by purchase orders, authorized by vouchers, or in accordance with approved College personnel procedures in the case of the payment of salaries and benefits.

In certain cases approved by the Director of Finance and the Vice President for Administrative Services, purchase orders are not required. The Director of Finance shall keep a list of these exceptions.

A list of accounts payable, by fund, will be approved by the Director of Finance and by the appropriate Vice President or the President. Payments to vendors will be made after these approvals have been secured and will be made on a weekly basis as often as possible. Payroll payments to employees will be made following internal administrative procedures.

At each regular meeting of the Board of Trustees, the lists of accounts payable, approved for payment since the last regular meeting, will be available at the Board meeting for review by any member of the Board of Trustees. At each regular meeting, the Board shall, by motion, consider the ratification of these payments.

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