 **ACCOUNTS PAYABLE GUIDELINES**

**POLICY**

**The Archdiocese of Miami Pastoral Center provides guidelines for transactions between Departments and the Accounts Payable Office to support timely, accurate and efficient service for all departments.**

PROCEDURE

For timely and efficient processing of Accounts Payable:

1. Once approved, all payment requests are to be submitted to Accounts Payable in the Finance Office via interoffice mail. Payments will only be issued with original invoices. If original invoice is not available, a check request template can be used.

 a. All invoices will be stamped with date they are received by the office

2. Every invoice must be signed by the authorized person in each department. The invoice must include account number where expense should be recorded. Invoices must also be dated. Any invoice that is not properly approved or coded will be returned to the department.

3. No requisitions or appropriations will be accepted. All approvals and notes must be on the original invoice.

a. If requesting payment of expense reimbursement, original transaction receipt must be submitted with request.

b. Receipts must be taped on a single white paper. Approval and coding can be done on this sheet. No loose receipts will be accepted. This also pertains to corporate card receipts.

c. If original receipt or invoice is not available, a copy must be requested.

4. Copies of invoices are not required in addition to the original invoice. This includes copies of receipts.

5. All invoices will be paid to take advantage of discounts if they apply. Department budgets will be charged for lost discounts.

6. Consistency on invoice # and descriptions minimizes chances of duplicate payments. All payment requests should have a particular invoice number. For example: all mileage reimbursements begin with mileage followed by date processed. (Mileage062616) All other reimbursements will begin with REIMB followed by date processed (Reimb062616), stipends (Stipend062616) and so on.

7. Accounts Payable office will process payments twice a week, on Tuesdays and Thursdays, with the exception of emergency checks. Emergency checks must be approved by the CFO, COO, Controller, Finance Director or Accounting Manager.

8. All payments are sent through our Payment System, AvidPay.

9. All special mailing requests must be given to Accounts Payable in writing on the invoice.

Last update: July 1, 2016