



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. ALL payments requests are to be submitted to account payable clerk in the Finance Office via interoffice mail or regular mail. **Only** emergencies are accepted by personal delivery.
2. Payments will **only** be issued on original invoices.
3. Every invoice **must** be signed by the authorized person in each department. The invoice must include account description or account number of the department/budget where it will be charged. Invoices must also be dated. **Any invoice that is not properly approved will be returned to the department that requested payment.**
4. 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.
 - c. If original receipt or invoice is not available, a copy must be requested.
5. All invoices will be paid to take advantage of discounts if they apply. Department budgets will be charged for lost discounts. Approved invoices must be sent immediately to Accounts Payable office. All invoices will be stamped with date they are received by the Office in order to keep track of dates when invoices were received by Accounts Payable for processing.
6. All special mailing requests must be given to the account payable clerk in writing on the invoice. Attach return envelopes if provided with the original invoice for proper mailing.
7. Copies of invoices are not required in addition to the original invoice. This includes copies of receipts.
8. The Finance office is not able to provide copies of checks and/or invoices for departments.
9. Consistency on invoice#

If an invoice does not have an invoice #, the account number and date of the invoice will be used as invoice # in a consistent manner. If the account number is more than 6 digits, the first 6 digits will be used following the statement date or current date, i.e., 123456032011 or a brief description following the date. For example:

 - a. Reimbursement reimb032011
 - b. Mileage mileage032011



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c. Fees fees032011

10. Accounts Payable Office will print checks twice a week, on Tuesdays and Thursdays, with the exception of emergency checks and DLS transactions, once approved by the CFO, Associate Treasurer, Finance Director or Accounting Manager

Initial: February, 2011

Current: February, 2011