



Administrative Policies and Procedures

Policy Title: Invoice Payment Procedure	Policy Number: 202
Effective: November 16, 2015	
Supersedes: APR #202, dated 9/92, 8/07	
Approval: <i>Steven Powers</i>	Page 1 of 1

1. Purpose

To establish procedures for the payment of invoices for materials, services or other obligations of the City.

2. Policy

- 2.1 Invoices for payment should be sent by the vendor directly to Accounts Payable of the Accounting Services Unit via U.S. mail or emailed to AccountsPayable@a2gov.org. If the procuring service unit receives an invoice from a vendor, the original invoice must be forwarded to the Accounting Services Unit. No payment will be made without an invoice, receipt or other supporting documentation.
- 2.2 The Accounting Services Unit will scan each service unit's invoices into ONBASE to enable the service unit to electronically attach the invoice in the City's financial system.
- 2.3 When the materials/supplies and invoice are received, service units will enter an invoice payment request into the financial system, which will initially authorize payment. (NOTE: Entering the payment request into the financial system means that the service unit has received the goods or service and they agree with the invoice.) The request will route via workflow for approvals in each Service Unit and in the Accounting Services Unit. Invoices over \$3,000 will not

be paid if they do not comply with APP#204, *Purchase of Goods and Services*.

- 2.4 If the invoice payment will be reimbursed from a federal grant account or state grant account that is a pass-through of Federal monies, under the Federal government's Uniform Grant Guidance effective December 26, 2014, Subpart D, section 200.302, Financial Management, the service unit and grant administrator must adhere to additional responsibilities and conditions that are associated with that grant. Before charging any grant account, obtain approval from the grant administrator that the cost is allowable under the grant. This can be done via email and sent to Accounting.