

# SOUTHERN UNIVERSITY

## COMPTROLLER'S OFFICE

### **POLICIES AND PROCEDURES GOVERNING VALIDATING RECEIVING ON INVOICES**

#### **PURPOSE**

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that the receiving on the invoices is validated by the Receiving Section and that the related invoices are processed in a timely manner. This policy sets forth guidelines to ensure that the reconciling items are corrected, submitted and monitored timely to ensure these accounts maintain accurate 1099 transactions and remain in compliance with university regulations.

#### **OVERVIEW**

The Financial Accounting and Reporting Section of the Comptrollers Office has the vested responsibility for the financial administration of the Accounts Payable Section for the Southern University and A. & M. College and related campuses. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accountants in this office functions as the financial liaisons between funding agencies, project directors the faculty, staff, and other campus administrative offices on financial matters related to ensuring that the receiving on the invoices is validated by the Receiving Section and that the related invoices are processed in a timely manner.

#### **DEFINITION**

None.

#### **AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION**

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of Financial Accounting and Reporting through the Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

## **RESPONSIBILITY FOR NOTIFICATION OF CHANGES**

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Accounts Payable Section.

## **DUTIES AND RESPONSIBILITIES**

The Accounts Payable Section within the Comptroller's Office is responsible for the preparation and submission of correspondence ensuring that the receiving on the invoices is validated by the Receiving Section and that the related invoices are processed in a timely manner. The steps required for processing are outlined below.

### **PROCEDURES FOR VALIDATING RECEIVING ON PROCESSED INVOICES**

1. Once it has been determined that the receiving has not been processed by the Receiving Department the accounts payable specialist is to type an email to the Receiving Department requesting validation of receiving on the specific purchase order number.
2. If a response is not received within one week the accounts payable specialist is to forward the complete documentation to include a copy of the email to the Chief Disbursement Officer.
3. The Chief Disbursement Officer is to contact the Receiving Department and request receiving on the specific purchase order immediately. If this is not performed all documentation should be forwarded to the Associate Comptroller for Financial Accounting and Disbursement Operations for a final resolution involving upper management.