

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

POLICIES AND PROCEDURES GOVERNING PROCESSING VENDOR INVOICE LETTERS

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that vendor invoice letters requesting outstanding invoices are processed in a timely manner and mailed on a monthly basis. This policy sets forth guidelines to insure that vendor invoice letters are processed in a timely manner and mailed on a monthly basis. These letters should be monitored in a timely manner to ensure 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 System. 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 vendor invoice letters requesting outstanding invoices are process in a timely manner and mailed on a monthly basis.

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: The Accounts Payable Section.

DUTIES AND RESPONSIBILITIES

The Accounts Payable Section within the Comptroller's Office is responsible for the preparation and submission of correspondence requesting the vendor invoice letters are processed and mailed on a monthly basis. The steps required for processing are outlined below.

PROCEDURES FOR PROCESSING AND MAILING VENDOR INVOICE LETTERS

1. **Prepare a service request to ISD by the 5th of each month requesting the vendor letters are processed and mailed.**
2. **ISD will send an example of the letter that was mailed on a monthly basis to the accounts payable supervisor for review.**