

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

DRAFT AP-421

POLICIES AND PROCEDURES GOVERNING THE SUBMISSION OF THE INVOICES PENDING THAT REQUIRE SIGNATURES

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that the required signatures to validate receiving and process invoices is obtained in a timely manner. This policy sets forth guidelines to ensure that the vendor payments are processed in a timely manner. The vendor payments should be monitored and loaded into the accounting system on a daily basis to ensure accurate record keeping and to validate that the vendor payments are in compliance with university regulations.

OVERVIEW

The Disbursement Operations Section of the Comptroller's Office has the vested responsibility for the financial administration of obtaining the required signatures to validate receiving and process invoices in a timely manner. 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 accounting personnel within these sections function as the financial liaisons between vendors, faculty, staff, and other campus administrative offices on financial matters related to processing vendor payments in a timely manner.

DEFINITION

PBD085 Report – This report is entitled, "Invoices not transferred to accounts payable. These transactions are pending because of some reason that needs to be resolved (i.e. university employee's signature validating receiving,

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, Disbursement Operations Section through the Associate Comptroller for Financial Accounting and Disbursement Operations 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: Associate Comptrollers.

DUTIES AND RESPONSIBILITIES

The Accounting Specialist Supervisor within the Accounts Payable Section, Comptroller's Office, is responsible for the reviewing and correcting the PBD085 report and attaching any and all other supporting documentation used and keeping in a file. This report is used to determine whether or not the proper signatures have been received to validate receiving and pay invoices timely. If the university employees do not sign the invoices timely and/or if the receiving department does not enter receiving information into the accounting system timely, these invoices remain pending and could exceed the 30 day limitation.

PROCEDURES FOR SUBMITTING ALL INVOICES TO THE CHIEF DISBURSEMENT OFFICER:

1. The Accounts Payable Specialist Supervisor emails the university employees requesting they come into the office and validate receiving on two way match invoices.
2. The Accounts Payable Specialist Supervisor emails the receiving department and request receiving on 3 way match invoices outstanding.
3. If the accounts payable specialist supervisor does not receive the proper validation within 7 days, the supervisor should forward all documentation to the Chief Disbursement Officer to attempt to get the receiving validated.
4. If the Chief Disbursement Officer can not get the university employees to cooperate the information should be forwarded up the chain of command until it reaches the Vice Chancellor for Finance and Administration.

☐ Approved
☐ Disapproved

Mrs. Gwendolyn A. Bennett
Associate Vice Chancellor for Financial Operations/Comptroller

☐ Approved
☐ Disapproved

Mr. Flandus McClinton, Jr.
Vice Chancellor for Finance and Administration

