

Requesting Accounts Payable Checks

Accounts payable checks are issued weekly. They will be available every Tuesday afternoon. The Financial Services Office will process invoices and Funds Requests submitted to Carol by Friday at 12:00pm. If Monday or Tuesday is a holiday, checks will be available the next business day.

When submitting an invoice for payment, provide the following information on the invoice in the upper right hand corner: the program the request pertains to, a description of the expense (if it is not listed on the invoice), and the requestor's initials.

When submitting a Funds Request, provide the following information: who the check is written to, the amount, a description of the expense, and the program the request pertains to. Sign the Funds Request as requestor. If the Funds Request is for "2410 JOBS Supportive Services," provide the referral number.

To request use of the company credit card, a Funds Request must be submitted with signatures to the Administrative Services Office before the credit card is issued. The credit card and receipt must be returned to the Financial Services Office within 24 hours of making the credit card purchase.

Funds Requests and invoices must be signed/initialed by the submitter. All Funds Requests must be approved by an Operations Officer, Vice President, or President. Operations Officers have spending authority up to \$750. Vice Presidents have spending authority up to \$5,000.