General

The Accounts Payable Department must verify that services or goods were received before processing an invoice for payment. All goods that are received by the Receiving and Distribution Department are documented in the Colleague Purchasing Module (see procedure 10.01) and can be processed accordingly. However, for services and goods delivered directly to the departments or ordered against a Blanket Order, the Accounts Payable Department must verify receipt and acceptance by the department before the invoice can be processed (vouchered and paid). In order to do this, the Accounting department will send by email a scanned copy of the invoice and request that the department head indicate the invoice is approved and provide an electronic signature.

All invoices must be verified for accuracy and receipt prior to payment.

Authority

Vice President for Business and Finance

Responsibility

All CCM Employees receiving goods and services on behalf of the college
Director of Accounting
Accountant

Procedure

Note: This procedure is used ONLY for invoices not identified as "received" in the Colleague purchasing module.

1. If the invoice is delivered directly to the department, the department head can verify the invoice by writing "OK to pay" on the invoice and then signing and dating the notation. They must then forward the invoice to the Accounting Department, HH210 for payment.

2. If the invoice is delivered directly to the Accounting Department, the Accounts Payable Associate must verify it's accuracy before processing for payment. To accomplish verification, a scanned copy of the invoice is sent by email to the Department Head and Administrative Assistant or Lab Assistant for approval.

3. The Department Head must modify the PDF by
    - Adding "okay to pay" or "approved"
    - Add their electronic signature
    - Add the date

4. The approved invoice must then be returned to Accounts Payable by email within 3 business days. If the invoice is denied, an explanation is needed so that Accounting can rectify the situation with the vendor.