



**Payment Policies and Procedures**  
 General Policies  
 Effective Date: July 1, 2009  
 Board Approval: June 9, 2009

**1. Purpose.**

The purpose of this policy is to provide an overview of the payment policies and procedures for goods and services paid for with TATC funds.

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**3. Policy.**

- 3.1 All payments must be approved by the designated authority referenced in Purchasing Policies and Procedures, Procure to Pay Process 01-01.
- 3.2 Unless specifically exempted by policy, approval should take place prior to the purchase of goods or services in the form of a purchase requisition, purchase order, check request or written agreement.
- 3.3 Purchase requisitions and purchase orders shall serve as prior payment approval as discussed in the Purchasing Policy and Procedures.
- 3.3 Written agreements shall serve as prior approval for goods or services related to contracts, leases, maintenance agreements, utilities, etc.
- 3.5 Check requests shall serve as prior approval for travel advances, memberships, subscriptions, postage, or other items which require payment prior to receiving purchased goods or services. For requests that require an internal approval form to be completed, such as a travel advance request, or for which an invoice has already been received, such as a subscription or membership notice, a check request is not required. However, the internal approval form or invoice must go through the same approval procedures as a standard check request for prepaid goods or services.
- 3.6 Requests related to out-of-state travel must be approved by the Campus President.
- 3.7 All invoices should be sent by vendors directly to Accounts Payable in the Fiscal Services Office.
- 3.8 Invoices received for which prior approval was not received must be justified to the Vice President of Fiscal Operations by the purchaser before payment will be made.
- 3.9 Every attempt should be made to take advantage of early payment discounts, rebates, etc. if the effort to obtain these is not greater than the benefit.
- 3.10 The Accounting Clerk shall track invoices against purchase requisitions, purchase orders, and contracts to ensure proper approval has been made and that purchase orders are closed out once all goods and or services are received and paid for.
- 3.11 The Fiscal Services Office shall comply with all IRS Form 1099 reporting requirements.

- 3.12 The Vice President of Fiscal Operations will check payments against available budgets and if payments are made which cause a budget to be exceeded, a transfer of funds from another program or center may to cover the overage may be done (as described in the Budget Control Policy and Procedures).
- 3.13 If an invoice amount exceeds the purchase requisition or order by an amount greater than \$100, the purchase order or requisition must be amended and approved by the appropriate authorized signers.
- 3.14 Urgent checks may be requested in emergency situations or in instances when payment is required under a short deadline. Urgent checks must be requested no later than 24 hours before needed if possible, and shall be approved by the Accounting Supervisor.