



Snow College Accounts Payable Purchase Order/ Invoice Handling

In an effort to streamline the Accounts Payable (AP) process and to keep everyone aware of our procedures, please review the following. It is my hope that these changes will not only be time savers, but will also result in less confusion. As we work through our processes, policies, and procedures, we hope to find ways to better support you, as well as our vendors, and plan to make changes as necessary.

The Process:

- 1) The invoice is received by the Accounts Payable office.
- 2) The invoice will be reviewed to determine the appropriate purchase order number.
- 3) If a purchase order is found, the invoice will be entered into Banner and the date Banner should cut a check will also be entered. A check will be scheduled to cut approximately seven (7) business days prior to the invoice due date to allow mail time.
- 4) In the event that we cannot determine the correct purchase order number, we will email a copy of the invoice to the department and request verification of the correct purchase order number. Unfortunately, without a purchase order number, the invoice cannot be entered into Banner.

What does this mean for each department?

- 1) It is ***critical*** that the appropriate procedures be followed when ordering from vendors. ***A purchase order should be obtained before ordering and the vendor should have the correct purchase order listed on each invoice.*** This will ensure that The AP personnel have the correct purchase order. Also, it will allow AP to input the invoice before it is sent to the department, providing some traceability.
- 2) When possible, the Receiving Department should receive all merchandise for the College. This gives the third check required to pay the invoice (The three checks are: a) the department has a purchase order set up through purchasing, b) receiving inputs a receipt entry, and c) vendor invoice is received and input by AP).
- 3) **When there is a problem with an invoice, it is imperative that the department contact AP as soon as possible.**
- 4) If you (the department) receive an invoice directly, **please** forward to AP. If you are forwarding a copy to AP because you do not think I have seen it, please feel free to approve payment by initialing and noting the purchase order number on the invoice for payment. AP needs the original invoices.

Once again, we are committed to making our processes as effective and efficient as possible for the college and the vendors we use.

(Refer to the College Purchasing Policy for all Purchasing Questions)