



CalPolyPomona

Philanthropic
Foundation

POLICIES AND PROCEDURES

**Subject: Accounts Payable Invoice Processing
Policies and Procedures**

**Policy No. 300
Date: 07/2019**

POLICY AND PROCEDURE

In an effort to improve the efficiency of the invoices processed between the University and the Foundations, a new invoicing procedure has been developed. All invoices between the University and/or the Foundations will be processed and paid within thirty (30) days of being received by the University and/or the Foundations' accounts payable departments. In order for the Foundation's invoice to be paid by the University, it must include the University's PeopleSoft chart field string or purchase order number to be charged. In order for the University's invoice to be paid by the Foundations it must include the Foundation's project # or purchase order number and if available, object code to be charged.

If the department being charged has a disagreement with the University and or Foundations, the department has thirty (30) days after the payment has been posted to the department's project to contact the department that initiated the charge to resolve the disagreement.

If the amount(s) in question is not resolved within forty-five (45) days after the payment was posted, the department may bring the matter to the attention of the Associate Vice President of Finance and Administrative Services for the University and the Chief Operating Officer for the Foundation who will review and discuss the matter and together make a decision within sixty (60) days after the payment was posted to the department's project.

If the Associate Vice President of Finance and Administrative Services and the Chief Operating Officer of the Foundation cannot agree on the matter, then the amount in question shall be resolved by the Vice President of Administrative Affairs for the University and the Chief Executive Officer of the Foundation who shall decide the matter within seventy-five (75) days after the payment was posted and whose decision shall be final.