Cal Poly Pomona

Philanthropic Foundation

POLICIES AND PROCEDURES

Subject: Maintenance of Authorized Signers, Vendors and the Centralized Collection of Invoices	Policy No.: 331 Effective Date: 02/21/2022 Reviewed: 05/2026

A. Purpose and Scope

The purpose of these policies is to provide guidance and safeguards to monitor the quality and integrity of the information pertaining to authorized signers, vendors and the collection of invoices to the Accounts Payable Department.

Note: The Cal Poly Philanthropic Foundation (CPPPF) contracts its back-office accounting operations to Cal Poly Pomona Enterprise (CPPE) partner; accordingly, the execution of this policy is designed to satisfy CPPPF operational needs while remaining consistent with CPPE's workflow.

B. Definitions

Accounts Payable Specialist: Staff who work within Accounts Payable, which is part of the Financial Services department of Cal Poly Pomona Enterprise Foundation (CPPE). Duties include inputting, recording and processing payables for the organization as a whole.

Authorized signers: Any individual of CPPE who has actual authority to transact business on behalf of the organization.

Internal Managers: Staff assigned the responsibility of supporting specific colleges at Cal Poly Pomona, assisting with general business inquiry, events, projects, and monitoring implementation and compliance. All internal managers are part of the Financial Services department at CPPE.

OneSolution: Accounting Software used by staff at CPPE and across the Cal Poly Pomona University campus, to input, record, process and store financial information for CPPE.

Project Agreement Signature Card: A one-page form used to capture the addition of an authorized signer to a project number. This form contains key information such as: Name, signature, title, email address, college, department and division so that the internal manager can add and upload into OneSolution.

Project Number: A Cal Poly Pomona account number used to identify the college, division, department or program being charged.

Request for Account Change form: A one-page form used to change authorized signers, account titles, and or close project numbers (accounts). All changes require the approval of the Dean or VP of the project number in question. The internal manager assigned to that college, department, or division needs to update the information and upload the form into OneSolution.

Vendor Master File: A database in OneSolution that contains critical vendor information such as name, address, phone number, email, vendor ID number, tax ID number, direct deposit information, and business structure for tax purposes.

C. Maintenance of Authorized Signers

The Internal Mangers of the CPPE must update the authorized signers of their assigned college and division on an annual basis. Each individual internal manager bears the responsibility of contacting their colleges and divisions and requesting updates to the authorized signers. As well as, running an Organizational Key listing report of their assigned colleges and divisions in order to review and update the authorized signers of each project number (as listed in the Chart of Accounts of CPPE) as required. Proper documentation of the Project Agreement Signature Card and the Request for Account Change form must be filed and stored reflecting the addition, removal or change of the authorized signers.

Lack of updates to the authorized signers can result in payment delays.

D. Maintenance of Vendors

Vendor Address, banking Information, tax and other tax information will be validated upon every request for payment. If the W9 or W8BEN form on file is older than 12 months, a new W9 or W8BEN will be requested prior to payment.

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Inactive Supplier Review Criteria

Supplier master records shall be reviewed at least annually to identify inactive suppliers. A supplier may be considered inactive if no payment, purchase order, contract activity, or other business transaction has occurred within a period of twenty-four (24) consecutive months. Inactive suppliers shall be evaluated for deactivation based on operational need, outstanding obligations, legal requirements, and audit considerations. Departments may be contacted to confirm whether future business activity is anticipated prior to deactivation.

Supplier Deactivation

Deactivated suppliers shall remain within the system for historical reporting, audit, and record retention purposes. Deactivation shall prevent new transactions from being processed unless the supplier is reactivated through an approved review process. Supplier records associated with active contracts, unresolved disputes, tax reporting obligations, or pending payments shall not be deactivated until such matters are resolved.

E. Centralized Record-keeping of Invoices

All invoices, disbursement vouchers and payment requests, once processed for payment, will be filed electronically in a central location on the shared drive. The drive shall be available only to staff involved in the handling, processing and approval of the invoices and payment requests.