



CalPolyPomona

Philanthropic
Foundation

POLICIES AND PROCEDURES

Subject: Accounts Payable Payment Processing

Policy No. 302

Date: 04/2021

GENERAL INFORMATION

The Accounts Payable Dept. processes authorized requests for payment of invoices and reimbursements.

Invoices must always be processed with a *Disbursement Voucher* or *web form Payment Request* (collectively referred to as *DV*). The Purchase Order or Standing Purchase Order number should be referenced on the *Disbursement Voucher*, if a Purchase Order has been issued. An authorized representative(s) of the project to be charged must approve the DV for payment prior to submission to the Accounts Payable Dept. for processing.

For Public Relations expenditures refer to the [Philanthropic Foundation Hospitality Grid](#)

OVERVIEW OF THE DISBURSEMENT VOUCHER (DV)

The *Disbursement Voucher* is used to process payments for services and products. Original documentation including vendor invoices, registration forms, order forms and original receipts must be attached to the *Disbursement Voucher* as documentation to support the payment.

Vendor monthly statements, packing slips, and photocopies or faxed copies of invoices or receipts for reimbursement are not sufficient documentation and will delay payment to the vendor if attached to the *Disbursement Voucher*. If the original invoice has been lost, a fax or photocopy may be used, and it should be noted on the *Disbursement Voucher*.

An overview of the items needed to be completed on the [Disbursement Voucher](#) are

documented below:

Pay To: Fill in payee's name and remittance address. Occasionally the payee's mailing address is different than the remittance address. The Pay To information should be the remittance address as it appears on the invoice.

Purchase Order Number: If a *Purchase Order* was issued, reference the *Purchase Order* number issued by Foundation. Make sure to check-mark the box either Partial Payment or Full Payment.

Tax ID: Complete the tax identification number, if a business, or social security number, if an individual when making payment for services, rental payments, or stipends.

Due Date: The payment will be issued in the next regular check cycle, which takes approximately 5 to 7 working days after receiving the *Disbursement Voucher* with proper authorization and documentation attached.

Invoice Date: Enter the date of the original vendor invoice. Invoices and or supporting documents received by the Foundation greater than six (6) months old should include an adequate explanation for the delay in submitting and approval by the Chief Operating Officer or designee before processing the payment.

Invoice Number: Enter the vendor invoice number. If no invoice, the *Disbursement Voucher* number should be used in this field.

Description: Provide a brief description of the items purchased, services performed, registration or reimbursement, its purpose and how the expenditure benefits the educational mission of the University or Foundation.

Description (Public Relations Expenditure): Provide a brief description of the items purchased, services performed, registration or reimbursement, and when applicable, a list of attendees as specified on the: [Philanthropic Foundation Hospitality Grid](#)

Benefit to/Purpose for University or Foundation (Public Relations Expenditure): Provide a brief description of how the expenditure benefits the educational mission of the University or Foundation and its purpose.

Project and Object Number: List the project and object number to be charged for the payment. The object number should be consistent with the project's approved budget if applicable.

Amount: List the amount of payment due. For invoice payments, list the amount of the total invoice. Sales tax and shipping charges do not need to be listed separately unless the merchandise is purchased from out-of-state. If an invoice is to be charged to more than one project, the sales tax and shipping should be prorated between the different projects.

Shipping: All Philanthropic Foundation purchases are required to be shipped to the campus; any exceptions require an adequate explanation and approval by the Chief Operating Officer or designee.

Out-of-State Services: When paying for services to individuals and/or businesses that do not reside within the State of California, but the service is performed in California, we are required by the Franchise Tax Board (FTB) to withhold taxes according to the current rate for out of state services. This tax will reduce the amount paid to the individual and/or business and will be remitted to the Franchise Tax Board by Foundation.

Out-of-Country Services: Same as out-of-state withholding, except Foundation is required to withhold **the current required out of country tax rate** for services performed by an individual and/or business residing outside the United States in which there is not a tax treaty with the country. Federal tax withholding regulations differ significantly from California tax withholding requirements. A tax analysis consultation and additional forms must be completed before a payment can be released. Please consult with the Cal Poly Pomona Tax Specialist, at ext. 2611.

Grand Total: Total payment amount (less the taxes listed above, if applicable).

Prepared By: To be signed by the person completing the *Disbursement Voucher*. This would be the person to notify should any questions or concerns arise regarding payment.

Departmental Approval: To be signed by an authorized signer(s) based on the project number charged.

Second Departmental Approval: To be signed by an authorized signer(s) as appropriate per the policies of the department/college/division.

(*Disbursement Vouchers* not properly approved will result in payment delay).

Instruction Box:

Include Attached with payment: If documents need to be remitted with the payment, a copy must be attached to the *Disbursement Voucher*. Additional copy must be placed in an envelope, attached to the disbursement voucher, in order to be mailed with the check.

All Accounts Payable checks will be mailed except Petty Cash and some exceptions. Checks are sent to the vendor's remittance address or payee's home address. Checks are not sent to campus addresses via campus mail. (Checks to the University or ASI will also be sent via U.S. mail).

Remarks: For check pick-up: Indicate the extension and name of the person on campus for Accounts Payable to notify when the check is ready. If someone is picking-up the check other than the payee, the person picking-up the check must have proper identification and written authorization from the payee before picking-up the check.

Foundation processes vendor payments within 5 to 7 working days after receiving the request for payment. All checks will be mailed unless the payment is made to an individual on campus and is requested to be held for pickup. Checks held for pickup will be held for two working days, after which time they will be mailed to the address as shown on the check.

Stop payment on checks mailed to the correct address indicated on the *Disbursement Voucher* requires a three-week waiting period before a new check can be reissued. A fee will be applied to the re-issued check.

All travel advances or reimbursements for travel must be submitted by the Campus Employee using a *Travel Authorization and Expense Report* form, not a *Disbursement Voucher* form.

Disbursement Voucher Approval

It is the practice of the Foundation to allow vendors to send their invoices directly to the ordering department. Upon receipt of the invoice, the department must immediately prepare a *Disbursement Voucher*, obtain appropriate approval for the Foundation project to be charged and forward the original form with the original invoice to the Accounts Payable Dept. to process the payment. Multiple invoices from the same vendor may be included on one *Disbursement Voucher*.

The original *Disbursement Voucher* with original signature approval is required to process payment. Questions and errors will be resolved before payment is made. A *Disbursement Voucher* form is also required to pay for prepayments and personal reimbursements. Original receipts must be forwarded to the Accounts Payable Department.

Payments funded by sponsored projects must comply with the Grants and Contracts terms and conditions and must be approved by the authorized signer for the project to be charged. Upon approval, the original *Disbursement Voucher* is sent to the Grants and Contracts Department to verify, approve, and input before payment is processed by the Accounts Payable Department.

It is recommended that the originating department retains a copy of the completed form and invoice(s) before sending the original documents to the Accounts Payable Department.

Payments against Purchase Orders

Upon receipt of the *Disbursement Voucher*, Accounts Payable Department will match the invoice to the Purchase Order, verify receipts, project number, object codes and approval signature's schedule payment date, and enter the payment data into the Foundation's accounts payable system. Questions and errors will be resolved before payment is made.

The Purchase Order number should be referenced on all related Disbursement Voucher forms.

The Department should notify Foundation Accounts Payable for cancellation or completion of the Purchasing Order when the full amount is not invoiced.

Credit Memorandums

The originating department must prepare a *Disbursement Voucher* form to process a credit memorandum. The completed *Disbursement Voucher* form and credit memo is forwarded

to Accounts Payable Department for processing.

Accounts Payable Department will input the credit memorandum into the accounts payable system. The department originally charged will receive appropriate credit in its accounts. The vendor will not be immediately contacted for a refund but instead a credit will be offset against any future invoices presented for payment.

The Accounts Payable Department will distribute a list of vendors with a credit balance in the Accounts Payable system. Departments will then need to contact the vendor for refund if additional invoices are not anticipated in the near future.

Accounting and Reporting

Payments and any adjustment to payments will result in an entry to the accounting system. The payment will appear on the departments' monthly Detail Trial Balance.

Departments should review their monthly reports to ensure that the entries are for their department and the amounts are reasonable. Errors made in the payment process will be handled by the Accounts Payable Department. Departments are responsible for identifying any errors and initiating corrective action.