



OFFICIAL PROCEDURE

**Invoice Processing Schedule, Inquiries, Check-Write
and Distribution**

7/21/16

Procedure Statement

The Accounts Payable (A/P) area of the Controller's Office of the College of Charleston will process all payments for the College's legally incurred, non-payroll obligations of goods and services, in accordance with State and Federal laws and regulations, as well as other policies and procedures of the College.

Procedure Manager and Responsible Department or Office

A. Controller's Office

The Controller's Office staff has the responsibility for ensuring that all payments for goods and services of a non-payroll nature comply with State and Federal laws and regulations, as well as College policies and procedures.

B. Faculty and Staff

College of Charleston faculty and staff have the responsibility for ensuring that they follow procurement guidelines when requesting goods and services. Faculty and Staff must provide the Controller's Office with accurate and complete documentation, such as completed forms, justifications or explanations needed for making payments, etc. In addition, the faculty and staff must ensure that goods and services are satisfactorily received and that they demonstrate a documented benefit to the College.

C. Vendors and Payees

College of Charleston vendors and payees must provide the Controller's Office with valid invoices that adequately describe the vendors' names, addresses, itemized descriptions of goods and services, terms for payment, etc. as well as properly completed Internal Revenue Service Forms W-9 or W-8 evidencing their business type (corporation, sole-proprietorship, partnership, etc.), domestic or foreign status, and tax identification numbers.

Departments/Offices Affected by the Procedure

This procedure affects all of the departments and offices of the College of Charleston.

Procedures Related to the Procedure

Invoice Processing Schedule, Inquiries, Check Write and Distribution

A. Processing

1. Invoices, including travel reimbursements or advances, received by the Accounts Payable unit of the Controller's Office, which are correct, complete, have the required approvals, and have the proper supporting documentation attached, will be processed within five (5) to seven (7) full working business days after receipt by the Accounts Payable unit.
2. When all items invoiced are received and verified to the accounts payable file copy of the purchase order, an account payable voucher is processed for payment via check, ACH, or wire transfer.
3. Under normal circumstances, the department/vendor will receive a check, ACH, or wire transfer within the next two check-write cycles (see below) following the processing of the invoice by the Accounts Payable unit.
4. During certain times of the year (e.g. fiscal year-end), due to an exceptionally large number of vouchers being submitted by all departments or other extenuating circumstances, this schedule may not be achieved. Vouchers will be processed as expeditiously as possible upon receipt by the Controller's Office.

B. Check Writes/Distribution, Immediate Check Requests, Holds for Pick-up, and Checks with Order

1. Checks and electronic payments

Payments are generated automatically from the approved accounts payable feed. Check write days are generally Mondays, Wednesdays, and Fridays.

- a) The Controller's Office strongly encourages using electronic fund transfer when possible.
- b) The general procedure of the College is for the Accounts Payable unit to mail checks directly to vendors and staff. This practice establishes control over checks and limits the additional time necessary for special handling.

- c) It must be clearly noted on the invoice when sent to Accounts Payable if a circumstance exists where the check should not be directly mailed from the Controller's Office. Any check held for pick-up is not available until after 12:00 P.M. each check write day. If the check is not picked-up by the agreed upon date, it will be sent through the appropriate mail system.
- d) All other checks will be mailed through the United States Postal Service (USPS) or inter-campus mail service.

2. Immediate Check Requests

A request for a rush or manual check should be made only in extreme emergencies.

- a) Any such request requires the approval of the respective department head.
- b) The immediate check process requires additional coordination between the Controller's Office, the Operations Unit of the Information Technology Office, and often the Procurement Office.
- c) To request an expedited payment, submit the Immediate Check Request Form, signed by the Department Head, to the Accounts Payable unit.

3. Checks with Order and/or Held for Pick-up

These checks usually are produced as a result of a vendor requiring prepayment prior to the shipment or receipt of the goods/services; formal presentation to a performer/award recipient for a campus-event; or travel cash advance.

- a) A "check with order" that is not required for presentation to a recipient will be mailed as normal through the United States Postal Service (USPS).
- b) Checks held for pick-up, including those for travel cash advances and presentations to individuals, will be mailed through inter-campus mail to the requestors if not picked-up by the agreed upon date.

4. **No promise of an immediate check to any vendor or person will be honored by the Controller's Office without first seeking prior approval of the Associate Controller of Payment Services.**

C. Inquiries

- 1. The Accounts Payable staff determines whether documentation justifies the payment of an invoice. All inquiries concerning whether or not documentation or certification requirements are adequate should be directed to the Accounts Payable staff.

2. The Accounts Payable unit answers all inquiries from vendors regarding the status of unpaid purchase orders and invoices, and reconciles monthly account statements from vendors.
3. Vendors are notified that all invoices and statements must be sent directly to the Accounts Payable unit of the Controller's Office. In order to minimize the possible delay in processing and payment, invoices and vendor statements received by departmental staff, external to the Controller's Office, should be forwarded promptly to the Accounts Payable unit (accountspayable@cofc.edu).

Related Policies, Documents, or Forms

None noted

Issue Date: 4/8/2011 Date of Procedure Revision: 7/21/2016	Next Review Date: 10/15/2020
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