PROCEDURE

Series:	**Accounts Payable**	**COA: FIN 2, 7.03, 7.10-7.13** **CFOP:**

Procedure Name:	Processing Vendor Invoices
Procedure Number:	AP-415
Reviewed Date:	3/1/13, 10/06/15
Revision #/Date:	1/25/07, 4/30/2019
Effective Date:	2/28/05

Applicable to:	Brevard Family Partnership (BFP FOA) Staff

SUBJECT: Processing vendor invoices for payment

PURPOSE: To properly prepare vendor invoices for payment in order to ensure the accuracy of accounting for all expenditures.

PROCEDURE:

A. Only original vendor invoices are processed. In extraordinary circumstances, an exception may be made. This exception must be determined and approved by the Chief Finance Officer or designee appointed by the CEO in the absence of the Chief Finance Officer under the direction of the Chief Executive Officer (CEO Payments will not be made from vendor statements). A Check Request is accepted in lieu of an invoice in the case of refunds and other extraordinary circumstances. A 'Request for Reimbursement Other Than Travel' is accepted in lieu of an invoice in the case of employee non-travel reimbursements and other extraordinary circumstances.

B. BFP payment signatory authority is outlined in AP-421. Any updates or changes of authorized check signers must be presented to the BFP Board of Directors for approval via the Chief Financial Officer under the direction of the Chief Executive Officer (CEO) by the Board of Directors.

C. Before processing invoices for payment, the following steps must be followed:

1. Invoices are to be date stamped when received.
2. Invoices are stamped for G/L coding when received.
3. Invoices are matched with packing slips as applicable.
4. Verify invoices for quantities, unit prices, freight charges and invoice total. Verify that sales tax has not been applied. Make adjustments on the invoice as appropriate. Each invoice will be coded with the chart of accounts and sub-accounts describing the transaction and applicable funding source.
5. All invoices, check requests, travel voucher and other applicable forms submitted for payment will have the appropriate authorization as outlined in AP-432 for BFP and APBC-432 for CARES.
6. It should be noted that the Contacts and Compliance Manager has no purchase authority. However, given the responsibilities of their position, they will have authority to clear and reconcile all payments made on appropriately authorized contracts; i.e. contracts, rate agreements, etc.

D. Invoice payment processing will be completed as outlined in AP-415 Invoice Payment Processing Flowchart #1 and where applicable FSFN Financial Batch Processing Flowchart #10.

E. Invoices submitted without error will be paid in a timely manner; at a minimum of 30 business days following the submission of a correct invoice. Timely payment of invoices will also be subject to the availability of funding. If funding resources come into question and are confirmed, notice will be given to all vendors/providers via a process outlined by the Chief Executive Officer (CEO); at a minimum, notice will be given at the monthly vendor/provider network meeting upon confirmation of data and approval of the CEO. It should also be noted that if extraordinary circumstances, such as business disruptions due to hurricanes, tropical storms, civil disturbance, etc., prevent timely payment of invoices, again notice will be given in the manner outlined above.

F. Generally, appeals by vendors/providers for denial of payments will be made through their contractual contact. For example, contract and rate agreement payment disputes would be processed through the Contracts and Compliance Manager. Foster parent payment disputes should be brought to the attention of the Intake Department for resolution. The final decision regarding appeals available for vendors/providers is made by the CEO and Board of Directors.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

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PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 1/29/2020