

## VOUCHER CHECK SCHEDULING

### I. PURPOSE

The following guideline establishes a systematic scheduling of checks and electronic funds transfers (EFTs) payment of financial obligations by the City to vendors, employees and other parties. The procedures are designed to ensure that checks and EFTs are issued in an orderly manner, based on timely submission of payment requests by City Department according to a defined check-writing schedule. This Guideline is necessary to address the following factors:

- A. The need for planning by departmental personnel to include in the normal check-writing schedule those payments known to be required at a certain future date.
- B. The need to avoid promises for payment at a certain time by departmental personnel who lack the authority to make such commitments.
- C. The need for verification by departmental personnel of the accuracy (footings, extensions, freight, tax, discounts, etc.) of invoices submitted for payment. Non-verification can result in overpayments with possible lost funds or in underpayments leading to vendor re-billing and additional accounts payable effort due to required processing.

### II. RESPONSIBILITY:

- A. City Departments are responsible for the timely submission of properly processed and accurate invoices for payment on a continuing basis. Invoices are not to be held for batch processing on a weekly or bi-weekly basis.
- B. The Finance Department assumes responsibility for timely processing of invoices and issuance of checks, or EFTs, and for monitoring conformity with the check-writing schedule.
- C. The City Manager's Office assumes the responsibility for approving deviations from the check-writing schedule and for ensuring that such deviations are justified and minimized.

III. PROCEDURE:

- A. All invoices submitted to the Accounts Payable for processing must be ready for input and be complete with codes and signatures.
- B. Each vendor must have a W-9 Form on file with Accounts Payable before an invoice will be accepted for processing. It is the requesting Department's responsibility to ensure that a W-9 Form is obtained from new vendors.
- C. Checks and EFTs are issued on a weekly basis. All checks will be mailed on Fridays. Invoices must be submitted for payment on a continuing basis by all Departments. By not having large batches of invoices submitted on the last day of the cycle, this system will normally issue a check on Friday for any invoice submitted to the Accounts Payable Division by noon on Tuesday.
- D. Only true emergency situations will justify bypassing the above check distribution cycle for either issuing a manual check or giving a check directly to a vendor early rather than mailing it. A request for issuing a manual check must be signed by the requesting Department Director and will require approval of the City Manager or Assistant City Manager. The Accounts Payable Supervisor, or City Comptroller, must approve of pulling a check out of the normal mailing batch for dissemination directly to a vendor. Voucher checks cannot be given directly to vendors by Accounts Payable. The requisitioning Department will be responsible for signing for the check in Accounts Payable and getting it to the vendor.

Approved:



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