

**GENERAL ADMINISTRATIVE POLICY**

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**TITLE:** Pre-pay Purchase Requisition Policy

**POLICY NUMBER:**

**EFFECTIVE DATE:** March 26, 2002

**REVISION DATE:**

**ACCREDITATION STANDARDS:**

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**POLICY:**

The college has the option to create pre-pay purchase requisitions and process checks before an invoice is received and recorded.

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**PURPOSE:**

To allow flexibility for paying vendors who do not submit receipts

To allow flexibility for obtaining advances for business related expenses

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**SCOPE:**

All department heads

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**DEFINITIONS:**

Pre-pay purchase requisition - a requisition with the term "pre-pay" in the description. The accounts payable clerk will print the purchase order (PO) and a check without supporting documentation. However, supporting documentation is required within a reasonable period of time after the check is issued.

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**FORMS AND APPLICABLE DOCUMENTS:**

Purchase Requisition Procedure

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**PROCEDURES:**

Prepay requisitions are issued for:

1. Paying individuals who are not employees, and who do not provide invoices (e.g. guest speakers)
2. Obtaining travel advances (However, receipts must be turned in to Accounts Payable within a reasonable period of time after the trip)

In all other prepay cases, supporting documents must be submitted to Accounts Payable before a check is written. For example, when an order is from an on-line vendor, simply print the page from the web site and submit it to Accounts Payable along with the pink copy of the PO.

If the payee is an employee who is receiving money for a stipend or work performed for the college, then the information must be submitted to Payroll instead of using a PO. The request must be on a payroll status change form.

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**APPROVAL:**

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**DISTRIBUTION:**

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**AUTHOR:** Controller