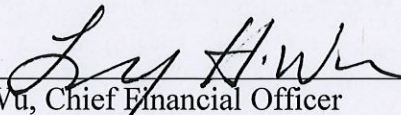




The University Corporation  
Research, Investments and Commercial Services California  
State University, Northridge

Procedure Number: AC015

Date: February 19, 2004  
Last Revised: December 12, 2022

  
Lih Wu, Chief Financial Officer

Title: Accounts Payable Procedure for checking supporting documentation on purchase orders and check requests prior to processing an invoice for payment.

Statement

This procedure is established to ensure that:

- a) All contracts that support disbursements are properly signed and
- b) Proof of receipt of goods or services is attached to all invoices prior to processing for payment.

Purpose

To provide The University Corporation, (TUC) with a procedure that requires that all contracts that support invoices be properly signed and that proof of receipt of goods or services is attached to all invoices prior to processing for payment.

Procedure

After Sponsored Programs review and approval, the Accounting department staff will:

1. Validate that all purchase orders are completed properly.
2. Check for proof of quotes/sole source justification as described in the Purchasing Policy.
3. Verify that check requests contain the proper supporting documentation; i.e. invoice, receiving document or signature of the Account Director noting receipt of goods or services.
4. Verify the authorizing signatures on P.O.s and check requests when they pertain to General, Agency, Endowment or Workshop funds.
5. Verify that funds are available in Agency, Endowment and Workshop funds.
6. Verify that Independent Contract requests and Independent Contracts are properly authorized/executed when they pertain to General, Agency, Endowment or Workshop funds.