

	POLICY & PROCEDURE	POLICY NUMBER: 751
	Subject: ACCOUNTING - PURCHASES & ACCOUNTS PAYABLE	EFFECTIVE DATE: 1/15/06 Rev. 05/21/14

I. Purchases

a. Purchases Orders

- i. All purchases over \$1,000, regardless of payments method, must be supported by an approved Purchase Order.
 1. Purchase orders may be issued for orders less than \$1,000 when deemed appropriate.
- ii. Purchase Orders are issued from computer based accounting system and generated in numeric order beginning with the prefix PO and the fiscal year. For example “PO 12 – XXX” would be a purchase order issued during the AzSI fiscal year beginning in September of 2012.
- iii. Purchase Orders should be signed by an authorized representative of AzSI and delivered to Vendor via email or regular mail.
 1. Authorized representatives and Authorization Limits for AzSI are:

a. General Chair -	Unlimited
b. Administrative Vice Chair	Unlimited
c. Executive Director -	\$1,000
- iv. Vendors should be encouraged to put AzSI purchase order number on vendor invoices for which Purchase Order was issued.

II. Invoice Approval

a. Original Invoices

- i. All original invoices for which payment is requested should be sent to the AzSI office.
- ii. Approval for payment of the invoice is required prior to payment. Approval includes determination of receipt of items ordered in correct quantity and quality. Those who may approve invoices are:
 1. Individuals who may approve invoices, up to their Authorization Level, include:
 - a. General Chair
 - b. Administrative Vice Chair
 - c. Executive Director

- iii. Subsequent to approval of individual invoices, office staff will code the invoices to the appropriate account(s) using the then current AzSI Chart of Accounts (see Policy 750 – Accounting) and enter the invoice into the AzSI computerized Accounts Payable System. (see Policy 750 – Accounting).
 - 1. All invoices shall have a unique invoice number. If invoice received does not have an invoice number, such as the monthly phone bill, then the invoice shall be assigned a recurring unique number.
 - a. Such number shall start with the fiscal year and then have unique number. An example would be YYNNNN.
 - i. Such invoices are numbered using a Bates Stamp
 - 1. Only the fiscal year need be changed.
 - 2. Monthly credit card billings shall have use an invoice number identifying the date, initials of card holder and last four numbers.
 - a. The format would be MMYYYIINNNN month, year, initials, last four digits of credit card number
 - iv. Treasurer will review the coding of such invoices with the Executive Director.
- b. Recurring invoices, such as those representing contractual agreements, do not need recurring individual approval. Such invoices include, but are not limited to:
 - i. Phone bills, postage
 - ii. USA Swimming registration bill
 - iii. Office and storage rent and
 - iv. Other recurring contractual billings
- c. Refunds of items such as overpayment of registrations by Teams do not need approval for payment.
 - i. Such refunds will generally be processed within 14 days of the determination of refund due.
- d. Other expenditures without invoices require completion of AzSI Check Request. The request will indicated to whom and for what the check is being request for.
 - i. Check Request must indicated to whom the check will be issued, and
 - ii. For what purpose, and
 - iii. To what budgeted expense it is to be charged, and
 - iv. the amount
 - v. All check requests must be approved by either the General Chair or Admin Vice Chair.

III. Payment of Invoice

- a. Once invoices are entered into the computerized Accounts Payable System, they are subject to one more approval.

- i. Prior to payment of invoices the AzSI staff shall provide the then General Chair and Treasure a report showing the invoices to be paid and the amount of each, together with total showing cash requirements for these payments.
 - 1. General Chair and Treasurer must both approve invoice for payment.
- b. Subsequent to approval in a. above, AzSI staff may print checks for the approved invoices through the computerized accounting system.
 - i. After printing, the AzSI staff shall organize the checks for signature.
 - 1. Checks with corresponding invoices and other appropriate suppose shall be reviewed by the Executive Director and their concurrence with the issuance of the check shall be noted by placing of Executive Directors initials in the upper left hand corner of each check.
 - 2. Each check, together with the appropriate support and a mailing envelope will then be available for signature.
 - 3. An authorized signer will then give all invoices a final review and sign the check, initialing the check in the upper right hand corner to indicate his concurrence.
 - a. The signed checks shall be placed in the envelope by the officer who signed the check, and
 - b. Those envelopes shall be given directly to other staff for postage and mailing.
 - c. Checks in the amount of \$5,000 or more require two signatures.

IV. Personnel Matters including Payroll & Benefits

- a. All payroll is done electrically with all employees receiving direct deposits.
- b. Information regarding personnel matters can be found in Policy 754 – 756 et seq.

Update

Date	By Whom	Abstract	Section	Control #
01/15/06	HOD	new	All	
05/21/14	Management	restated	All	14-1
