

Los Angeles City College Administrative Services "How To" Book	Accounts payable Plant Facilities	VI C-1
How Do I Process Contractor's Invoice(s) For Projects costing \$30,000 or Less?		

A. Brief Description

These procedures are established to guide staff through the payment of a contractor's invoice(s) for projects costing \$30,000 or less.

B. How To

- 1) The contractor sends the invoice for services based on the Facilities Order Form amount to the Plant Facilities Department. The Plant Facilities Department date-stamp the invoice upon receipt.
- 2) The Plant Facilities Department staff agreed the invoice amount with the Facilities Order Form amount and obtains the Associate Vice President of Administration for Facilities /Director of Facilities approval.
- 3) The following information must be reviewed by the Plant Facilities staff before authorizing the invoice(s) for payment.
 - a) That the dates of service fall between the start and end date of the Facilities Order.
 - b) That the services rendered match the scope of work in the Facilities Order Form and are satisfactory.
 - c) That the invoice(s) amount corresponds to the amounts reflected on the Facilities Order Form.
- 4) The College Accounts Payable ensures that the contractor invoice has been signed and dated by the Associate Vice President of Administration for Facilities/Director of Facilities and other required signatories prior to entering the invoice in the SAP system and releasing it for check generation (printing) by the District Accounts Payable Department.
- 5) The District standard practice is to pay invoices within thirty (30) calendar days of receipt of the correct invoices. However, the District endeavors to take advantage of all discounts if provided by the vendor invoice. In addition, the District pays all invoices as agreed to avoid any penalties and or interest.
- 6) The pay package is retained by the College Purchasing Department (Accounts Payable), and the location (Plant Facilities) where the matching was made and the payment authorized. The document must be retained in accordance with District's records management policy and made available for inspection if required by the auditor or other business purposes. The files may also be needed to respond to future inquiries.