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| Los Angeles City College<br>Administrative Services<br>"How To" Book  | Accounts payable<br>Plant Facilities | VI<br>C-2 |
| <b>How Do I Process a Contractor's Invoice(s) For Projects costing \$125,000 or Less But Greater than \$30,000?</b> |                                      |           |

**A. Brief Description**

These procedures are established to guide staff through the payment of a contractor's invoice(s) for projects costing \$125,000 or less but greater than \$30,000.

**B. How To**

- 1) The contractor sends the invoice for services based on the contract or agreement 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 contract's 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 contract.
  - b) That the services rendered match the scope of work within the contract and are satisfactory.
  - c) That the invoice(s) amount corresponds to the amounts reflected in the contract.
- 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 College Accounts Payable ensures that the following requirements are met prior to entering the invoice in the SAP system and releasing it for check generation (printing) by the District Accounts Payable Department.
  - a) There exists a copy of a fully-signed contract by the Vice President of Administration and the contractor.
  - b) The vendor invoice has been signed and dated by the Associate Vice President of Administration for Facilities/Director of Facilities and other required signatories.

- 6) If the invoice matches with the fully-signed contract, which has been verified as approved by the Board of Trustees, the College Accounts Payable may authorize the invoice for payment by posting the payment. The College Accounts Payable will then enter the invoice into the SAP system in order for a warrant to be generated (printed) by the District Accounts Payable Department.
- 7) The payment for contracts and other transactions whose authorization has been delegated in writing to other positions by the Board of Trustees and the Chancellor may be made without prior Board approval. However, such transactions must still be ratified within sixty (60) days after their effective dates.
- 8) 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 contractor's invoice. In addition, the District pays all invoices as agreed to avoid any penalties and or interest.
- 9) The pay package is retained by the College Purchasing Department (Accounts Payable). The contract file is retained in the Plant Facilities Department. These documents must be retained in accordance with District's record 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.