

Los Angeles City College Administrative Services “How To” Book	Plant Facilities	VI C-6
How Do I Obtain Authorized Payment?		

A. Brief Description

Authorized Payment is generally prohibited and reimbursement shall not be authorized except the followings are met:

- (a) Recommendation in writing by the Chancellor, Senior Vice Chancellor, College President, Vice President of Administration, Executive Director of Facilities Planning and Development, or Director of Business Services, and
- (b) Authorized by the Board of Trustees.

B. How To

1. Upon approval by one of the authorities aforementioned for contracts that are not made through the normal contracting procedures, a Request for Warrant document is prepared and approved by the Associate Vice President of Administration for Facilities/Director of Facilities and the Vice President of Administration or the College President prior to the submission of the Request for Warrant and the invoice to the Business Office for processing.
2. The Business Office generates a “C” (City) number for tracking the document and records the document in the SAP system in the FMZ1 screen.
3. A copy of the invoice and the Request for Warrant are kept at the Business Office.
4. A SAP document number is also generated and the Request for Warrant with the attached invoice is forwarded to the District Accounts Payable Department for the generation of the reimbursement check.
5. The District Accounts Payable Department generates the reimbursement check.
6. The Board item with the amount and purpose of the warrant is prepared and submitted for ratification to the Board of Trustees.