

Los Angeles City College Administrative Services “How To” Book	Other Miscellaneous Purchases	VII D-12
How Do I Obtain Authorized Payment?		

A. Brief Description

Authorized Payment is generally prohibited and reimbursement shall not be authorized except the following 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. The Requests for Warrant for purchases that are not processed through the normal purchasing procedures must be approved by the Department head and the Vice President of Administration or the College President.
2. The Request for Warrant is submitted to the Business Office for processing after obtaining the approval.
3. The Business Office generates a “C” (City) number for tracking the document and records the document in the SAP system in the FMZ1 screen.
4. A copy of the invoice and the Request for Warrant are kept at the Business Office.
5. 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.
6. The District Accounts Payable Department generates the reimbursement check.
7. The Board item, with the amount and purpose of the warrant, is prepared and submitted for ratification to the Board of Trustees.