

Accounts Payable

Checks, credit cards, or electronic transfers of funds to vendors for expenditures will be processed on a timely basis. All inquiries by vendors with respect to accounts payable are to be directed to the Accounting office. Cost center supervisors cannot make commitments regarding payments for the College. Checks, credit card payments, or electronic transfers of funds to vendors will be processed from invoices only. An approved purchase order must be in the business office before a check or an electronic transfer of funds will be issued to a vendor. It is the responsibility of the cost center supervisor to use his/her credit card whenever feasible or to initiate purchase orders before ordering from a vendor. In the case of capital expenditures, a purchase order is recommended and must have prior approval of the Accounting office. The College is not obligated for purchases made outside this policy.