

Payment of Bills

1. Request for Payment

All expenditures of the College must be fully supported by appropriate documents and must be paid with a credit card or secured with a purchase order. The supportive documents should explain the item for which the payment is requested. Except for those instances where the authority for limited purchases has been previously designated by the Board of Trustees, the responsibility and authority for procurement is vested in the Accounting office. No person may make a purchase or a commitment for services involving the use of College funds unless he/she is authorized to do so and then only through established College procedures. Any individual making such a purchase without using a College credit card or a Purchase Order will be held personally liable prior to such validation.

2. Payment of Claims Against Lake Land College

All payments must be fully supported by appropriate documents, which include but are not limited to receiving tickets, delivery receipts, invoices, and purchase orders indicating the budget account to be charged. No payment may be made unless it is properly approved by the cost center supervisor, executed by the Accounting office and submitted to the Board of Trustees for approval. Exceptions listed below may be paid prior to Board action:

- A. Payroll for Board-approved employee agreements and contracts, disbursements of state and federal financial aid, and disbursements from funds held for others.

- B. Utility bills for energy, telephone, water and sewer.
- C. Employee travel expenses and advances.
- D. Refunds to students.
- E. Claims where early payment discounts are advantageous to the College.
- F. Contracted insurance payments.
- G. Library subscriptions for materials as needed.
- H. Payments covered by previous Board-approved contracts and leases.
- I. Temporary help under contracted service arrangements/consultants.
- J. Subscription renewals.

All items listed above must be presented to the Board in the month-end financial report, with the exception of item "A."