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| FINANCE PROCEDURE MANUAL | TITLE: Accounts Payable Processing – Blanket Order | |
| | NUMBER: FIN-ACP-003 | VERSION: 01 |
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➤ **Purpose:**

To document the steps taken by Accounts Payable to pay vendors for goods and services through the Blanket Purchase Order.

➤ **Definitions:**

Blanket Purchase Order: Purchase Order that covers multiple purchases (e.g., 12 computers, 1 per month for a year) and/or Construction Projects (e.g., remodel Administration Building).

EFT (Electronic Funds Transfer): Similar to direct deposit, which is an alternative means of transmitting payments to vendors (and others) instead of “cutting” a paper check.

Invoice: Non-negotiable commercial instrument issued by a seller to a buyer. Also called a bill of sale or contract of sale, it identifies both trading parties and lists, describes, and quantifies the items sold, shows the date of shipment and mode of transport, prices and discounts (if any), and delivery and payment terms.

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Routing Slip: Document required to be signed and approved by the appropriate Department Head so Accounts Payable can process the invoice for payment.

➤ **Responsibility:**

Accounts Payable: Responsible for accurate and timely payments.

Check Processor: Responsible for proofing checks and mails checks to vendors or sets up check for pick up.

College Controller: Responsible for the direct supervision of the Finance Department.

College Departments: Responsible for conveyance of details of services performed for approved College activities to Finance.

Finance Department/Accounts Payable/Bookkeeping: Responsible for the processing of cancellations of checks.

Information Technology: Generates associated transactions and reports.

Purchasing: Responsible for the maintenance of the vendor database and issuance of Purchase Orders.

➤ **Procedure Details:**

1. Accounts Payable receives invoice from vendor.
2. Accounts Payable sends invoice to appropriate Department Head.
3. Department Head approves invoice by attaching a signed [Routing Slip](#) to the invoice unless there is an exception. Exceptions include but are not limited to shortages, breakages, incorrect item received and/or any other dispute. Department handles these disputes before approving payment.
4. Department Head sends signed/approved Routing Slip and invoice to Accounts Payable.
5. Accounts Payable receives signed/approved Routing Slip and invoice and processes invoice for payment in PantherNet. Payments should reflect net of shortage/dispute and/or any credit memos issued as a result.
6. When payment is processed, a check or EFT is from PantherNet and the Check Processor mails the check (when applicable) to the vendor. If checks have been set up for pick up then the department/vendor is called when checks are ready and the checks are sent to the Cashiers Office where pick up takes place.
7. The Check Processor attaches a copy of the check to the invoice and files it in Accounts Payable until the holding period for scanning purposes is complete. (Upon completion of the PantherDocs project, this step will no longer apply.)

➤ **References:**

Accounting Manual for Florida's Public Community Colleges:

http://www.palmbeachstate.edu/documents/Finance/State_of_FL_Acctg_Manual.pdf

Florida Statutes: Chapter 1010

<http://www.flsenate.gov/Statutes>

Routing Slip: <http://www.palmbeachstate.edu/x12945.xml>

SBE Rules: 6A-14.0734

<https://www.flrules.org/gateway/RuleNo.asp?ID=6A-14.0734>