AP Process

AP = Accounts Payable, meaning how we pay our bills and stuff!

If invoice is received by mail, Maricruz provides the mail to Patricia daily.

> **a.** Maricruz/AP stamp invoice with date received.

> b. AP will scan the invoice and process the invoice electronically using the same process as if the invoice was received via email.

2. If invoice is received by email to AP email (ap@capsonoma.org) –

> **a.** If additional information, AP will email the invoice to the appropriate department. If no additional information is needed, AP shall send the invoice thru DocHub requesting approval signatures, GL account and grant coding.

> b. All invoices must be coded with the GL account, grant coding and signed by appropriate staff (as noted below in chart).

3. If invoice is received by responsible department whether by mail or other form –

> **a**. Invoice is coded with appropriate account and grant notation.

> b. Invoice is noted as approved and signed by appropriate staff (as noted below in chart).

> c. Invoice is then provided to AP by email or paper with any appropriate backup and all approvals.

4. No invoice should be provided to AP without appropriate account and grant coding.

5. No invoice should be provided to AP without appropriate staff approval (as noted below in chart).

6. Client assistance check requests are to be submitted to AP by Thursday at 5pm to be included in the following week's check run.

7. All other invoices, properly coded and approvals noted, must be received by 5 pm on Friday before check run to be included in the check run. In other words, invoices received the week of check run will not be included in the check run. Exceptions must be approved by Chief Financial Officer.

8. Invoices are entered by AP into Sage Intacct, review by Chief Financial Officer occurs on Wednesday morning, checks are printed Thursday morning, checks are signed Thursday and mailed no later than Friday.

10. Re: use of check request form. Use when needed – employee reimbursement, when invoice is not clear, or when many accounts/grants are used. Sales tax and shipping should be allocated by line. If invoice is easy to code, a form is not needed – use of the stamp is approved – account, grant code, approver signatures, and date.

11. Credit cards – all credit card statements should be returned to Staff Accountant by designated deadline with support attached and approved by Chief Executive Officer or Chief Operations Officer and the Chief Financial Officer. The statement of the Chief Operations Officer shall be approved by the Chief Financial Officer. The agency incurs penalties when there are delays in returned statements.

Approvals list:

Amount of Purchase	Authorized Approver
<$10k	Managers with direct supervision of employee *Any All invoices submitted will be routed to employee's manager regardless of approval threshold*
>=10k - <$15k	Director overseeing the program/department
>=$15k	Executive Level (overseeing Department) *Please note that any expense of ten thousand or greater requires multiple bids. Please contact fiscal for guidance or refer to the Fiscal P&P document for more information.*