

Accounts Payable Guidelines

- **Reimbursements** - to reimburse individuals who have purchased goods and paid for them with personal funds. This is only available when local funds are used or the Vendor does not accept the SPCC Card. An individual may not approve his own reimbursement.
- **Goods/Services Received** - to note receipt of goods or services where a Purchase Order was not required. It is very important that this is prepared on a timely basis and that the "date goods received" block is filled in. The Prompt Payment Act requires State agencies who acquire goods and services, or conduct business, to pay by the "required" payment due date for delivered goods and services. To avoid delays in vendor payment processing, receiving documents must be completed as soon as possible, but in no case more than 3 working days following delivery. When placing orders, the requesting department should obtain the vendor's federal identification number (FIN).
- **Student Activity** - purchases for Student Organizations or Clubs.
- **Memberships/Subscriptions** - expenses for memberships or subscriptions that require advance payment.
- **Registrations** - expenses for registrations for workshops where the vendor does not accept the SPCC Card. These may not be paid more than 90 days in advance.
- **Emergencies** - situations that require immediate payment due to unusual circumstance.

Processing time is a maximum of 3 working days after receipt of all appropriate documentation. **Original** invoices and **original** receipts are required. Please keep a copy for your files before forwarding to our office.