

# AGRICULTURAL FOUNDATION OF CALIFORNIA STATE UNIVERSITY, FRESNO

Policy No. 4001

## Accounts Payable Policy

This policy is applicable to the following auxiliary corporations:

- Agricultural Foundation
- Association
- Associated Students, Inc.
- Athletic Corporation
- Foundation
- Programs for Children

### REVISION RECORD

Date	Version	Revision Description
3/19/2004	New	Approved by Board of Governors

### DOCUMENT CONTROL

<b>Approved By:</b> Board of Governors	<b>Date Approved:</b> 3/19/2004	<b>Next Review Date:</b> January 2011
<b>Responsible Position(s):</b> Associate Vice President for Auxiliary Operations	<b>Affected Units:</b> All units, staff, and volunteers	<b>Document Control Number:</b> Policy 4001

## PURPOSE

The Agricultural Foundation of California State University, Fresno (Ag Foundation) will maintain proper and complete documentation to assure expenditures are made in a manner consistent with established policy and statute. The Association's Accounting Office is responsible for review and approval of expenditure requests ("authorizations") and appropriate supporting documentation.

The Association Accounting Office will:

1. Establish procedures which include an approval process to determine that a proposed expenditure is not:
  - a. Outside the educational mission of the CSU
  - b. Outside the mission of the Association
  - c. Prohibited for auxiliary organizations either by statute, Association policy or University policy
  - d. Inconsistent with Association and University policies and procedures
2. Establish procedures to document in writing in the authorization to following:
  - a. Vendor name
  - b. Complete description of the item(s) or service(s) to be purchased or received
  - c. Detailed description of the purpose of the expenditure
  - d. Date the expense was or will be incurred
  - e. For Community Relations expenditures, a description of how the expense will benefit the mission of the university, as a whole
  - f. Signature of the Director or designee, or account signer, approving the expenditure for payment
3. Establish procedures for employee reimbursement of expenses

## REGULATIONS

In accordance with the above, the following guidelines will be followed to ensure appropriate expenditures:

1. All requests for payment, including reimbursements, must be submitted on a standard Authorization for Payment form.
2. Authorizations for payment must be accompanied by complete and appropriate supporting documentation, including original invoices or receipts, and a detailed explanation of the purpose of the expenditure.
3. Original invoices must accompany Statements of Account that are submitted as supporting documentation. Statements of Account without supporting invoices are not sufficient documentation for payment, except for finance charges. Vendor monthly statements, packing slips, photocopied or faxed copies of invoices or receipts for reimbursement are not sufficient documentation and will delay payment to the vendor.

4. In the unusual event that an original invoice has been lost or destroyed, a facsimile or photocopy may be accepted as supporting documentation and explanation of such must be noted on the Authorization.
5. Authorization for Payment form must include a detailed description of the expenditure including invoice number, where applicable, and description of the product, purchase or expense.
6. All requests for reimbursement must be signed by the individual's supervisor and the Director of the division prior to processing. Reimbursement checks are issued with the regular Accounts Payable checks.
7. For mileage reimbursement requests (i.e. personal vehicles used in the course of conducting company business), each trip must be noted, including the date, to/from, purpose, and miles. Employees requesting mileage reimbursement must have completed the Defensive Driving Course offered by the Department of Environmental Health and Safety on campus.
8. Authorizations for payment must be signed by the following persons:
  - a. Approved signer for the account (e.g. enterprise manager)
  - b. Director of Agricultural Operations or designee
  - c. Association's Chief Financial Officer, Corporate Operations Manager or the Ag Accounting Technician

## IMPLEMENTATION

The Associate Vice President for Auxiliary Operations and Enterprise Development or his/her designee, in accordance with the applicable auxiliary corporation Management Services Agreement, has the authority to implement this policy.