

## **Georgia Highlands College Accounts Payable Payment Process Guidelines**

1. All invoices must have a signed approval before they can be paid.
2. If a Purchase Order is a receiving Purchase Order, the receipt of the item in PeopleSoft is the approval to pay invoice. This will suffice in lieu of a signature on the invoice.
3. If the Purchase Order is a non-receiving Purchase order, the Accounts Payable Department must have a signed payment request or a signed invoice before being paid.
4. If an invoice is billed to multiple departments, all departments must provide a signed approval on the invoice before it can be paid.
5. If an invoice is for rental property, the lease must be signed and attached to the invoice. A monthly signature is not required.
6. All payment requests must have the appropriate approval signature before they can be paid.
7. Payment terms are net 30 unless the invoice indicates "Due Upon Receipt," or if Georgia Highlands College will receive a discount if paid before the 30 day terms. Student Life **may** also be an exception to this rule.
8. Student life must give the Accounts Payable Department a three day notice unless there are unforeseen circumstances for checks that are needed before the 30 day terms.

Revision Date: 3/8/11