4.10.a SIERRA KINGS HEALTH CARE DISTRICT
FINANCE
POLICIES AND PROCEDURES

AP - INVOICE APPROVAL AND BANKING – accounts payable to facilitate acquisition of goods and services for the Sierra Kings Health Care District (the District).

PURPOSE:
The purpose of this policy is to ensure the District has a layered approval process for invoice approval and banking towards internal control.

POLICY:
It is the policy of the District that processing of invoice approval and banking is dealt with in a uniform fashion that strengthens internal controls.

PROCEDURE:

GENERAL ACCOUNTS PAYABLE

1. Upon receipt, an invoice shall be approved by the Chief Executive Officer, or the Chief Finance Officer, and entered in the accounting system.

2. Invoices for payment to the Chief Executive Officer shall be approved by the Board Chair, or the Chief Finance Officer.

3. In the event that the authorized signatures are not available in person, the Business Office shall scan an electronic copy of the invoice. The electronic copy shall be emailed to the signature authority who shall respond back via email stating their approval. The Business Office will attach a copy of the approval email.

4. A check run will most often be implemented twice a month, or on an as needed basis.

5. Check runs are approved by the Chief Finance Officer prior to being entered into the online banking. The Business Office shall insure that check runs are submitted to the Chief Finance Officer by noon on Thursdays to insure adequate processing time.

6. Invoices shall be paid using the online banking system, unless a paper check is necessary.

7. After payments are prepared through the online banking system, the Chief Finance Officer shall log into the system to offer final approval for payments/checks to be issued by the bank.

8. Upon payment, the invoice shall be stamped “PAID” to avoid the issuance of duplicated payment.

9. Checks mirroring each check issued via the online banking system shall be generated via the QuickBooks accounting system. A copy of check confirmations from the online banking system shall be attached to checks generated via the QuickBooks accounting system, and the corresponding invoice, for file.

AUTHENICATION OF CHANGES

1. An authorized agency representative (name, title, and telephone number) shall be established for each vendor/supplier and maintained on file.

2. District staff shall implement changes to an account (i.e., bank account, routing numbers, contact information, etc.) only after authenticating all requested changes via a telephone call to the authorized representative on file.

COUNTERSIGNED CHECKS

1. All checks shall require a *wet* signature by the Chief Executive Office and a stamped signature on behalf of the Chief Financial Officer accompanied by an email affirming use of the stamp.

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