



**COMPTROLLER'S DEPARTMENT  
OPERATING PRACTICES  
02/2012**

**Accounts Payable –Check Printing Cycle**

**Invoice payment (With Purchase Order).**

- The Accounts Payable Office prints checks once a week—each Friday.
- All grant- and trust-funded invoices that are due and *fully processed* by close of business on **Tuesday** will be paid on **Friday of the same week**. This *does not* apply to State-funded invoices.
  - There is a 3-day minimum processing time for grant and trust-fund invoices with **no** issues,
  - **State-funded invoices are required to be projected**. Invoices entered into Banner by Tuesday are included in the next set of spending projections which are reported on Wednesday for the *following* week's check run.
- Vendor payments are mailed directly to vendors via the US Postal Service. Vendors may *not* pick up a check.

**Electronic Check Requests\***

- All purchases of goods and services, including those obtained through use of a contract, must be approved prior to incurring the associated costs. This means that the use of the purchase order system must be used. If the vendor does not accept purchase orders, *prior approval must be* obtained from Purchasing. After such approval is sought and obtained and invoice is received, it is then appropriate to use an electronic check request. Effective July 1, 2012 *only electronic check requests* will be accepted when requesting payment for external vendors (non-NCCU units).
- The form should be accompanied by all required documentation, the sufficiency of which will be determined by the Comptroller's Office. Minimum required documentation includes:
  - Original invoice that itemizes the purchased service/goods, the date of service/purchase, and the purchase price.
  - Evidence of purchase authorization/approval by appropriate university official.
- All check requests to pay grant- and trust-funded invoices that are due and *fully processed* by close of business on **Tuesday** will be paid on **Friday of the same week**. This *does not* apply to State-funded invoices, which must be projected as discussed above.

***No exceptions to these procedures will be made without the express consent of the Comptroller or Associate Comptroller.***

**\*Note.** The Check Request Form is not a substitute for proper purchasing or accounting methods. A "Check Request" form must be used for non-recurring purchases when a purchase order will not be accepted by a vendor. A purchase order is the official method for doing business for state agencies and universities.