



Division 07 **Fiscal Affairs**

Chapter 08 – Expenditure Requests & Accounts Payable

March 2009

POLICY

This General Order shall establish guidelines for accounts payable inclusive of 51 & 52 budgets. All payments processed through Fiscal Affairs must be approved accommodated by signatures from responsible party.

- Copy of all required quotes attached to hard copy

Logistics will then indicate amount paid after purchase is completed and forward the copy back to requesting party. This should be retained and compared to the monthly expenditure reports.

DEFINITIONS

N/A

2. Accounts Payable Authorization for Payments

Accountable parties must authorize payments for routine monthly invoices and bills with appropriate fund/account/center noted. This should also be accompanied at all times with a signature. Once approved, these are forwarded to Fiscal Affairs.

PROCEDURES

1. Expenditure Requests

An expenditure request form is utilized by the offices to make needed purchases for their respective office against funds allocated to them each fiscal year (i.e. office budget).

Following, Fiscal Affairs will prepare payment documents and send the payment, via interdepartmental mail, to the County's accounts payable department located at the County Administration Building. A minimum of two weeks must be allowed in order to process and post payments.

All expenditure request forms must come from the requesting responsible party after confirming of funds availability. The forms are forwarded to Logistics with copies to Fiscal Affairs and Management Services Command for approval and processing.

These requests are forwarded via email with a signed hard copy sent to Logistics for proper handling. The expenditure request form must be completed in its entirety, including:

- What is being purchased
- Fund/Account/Center
- Estimated Cost
- Signature from responsible party

REFERENCES

N/A

FORMS/ATTACHMENTS

Attachment #1- Expenditure Request Form

EXPENDITURE REQUEST FORM

Date: _____

TO: James W. Trexler, Logistics

FROM: _____

RE: FY 20__ Expenditure Request for Individual Office

Request by:

E-mail copy _____

Hard Copy Required _____
(Quotes attached)

Select Type of Purchase

- | | |
|---|---|
| <input type="checkbox"/> Printing (Logistics)
<input checked="" type="checkbox"/> Supplies/Food* (Logistics)
<input type="checkbox"/> Subscription* (Fiscal Affairs)
<input type="checkbox"/> Training/Travel (Fiscal Affairs) [<i>Requires DCAO approval - attach travel request package</i>]
On approved travel plan? (Y/N) ____ (If no, substitution made: _____) | <input type="checkbox"/> Equipment (Logistics)
<input type="checkbox"/> Equipment Repairs (Logistics)
<input type="checkbox"/> Membership* (Fiscal Affairs) |
|---|---|

*Requires documents to be attached (see procedures)

Requesting Office: _____ **Fund** _____ **Account** _____ **Center** _____
 (Grants)SR07 _____

Description of Expenditure

Item	Quantity	Estimated Cost	Estimated Total
TOTAL			

**** Do not combine County inventory with outside purchases or printing (use separate form)**

Justification: _____

Time Frame Needed: _____

Action Taken:

Date: _____ Actual Cost: _____ Vendor: _____

F/A/C Charged: _____

Bid/Quote Necessary: _____

Credit Card or Requisition #/PO #: _____

Other Payment: _____

Processing Notes: _____

PGC Form #5203

(Handler)

Copy to: Respective Command Lieutenant Colonel
 Management Services Command