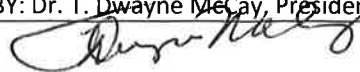


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| POLICY SOURCE: Office of Financial Services Accounts Payable | PROCEDURE NO. SUPERCEDES: |
| TITLE: Payment Policy | SUBMITTED BY: Accounts Payable |
| REVISED DATE: February 21, 2017 | APPROVED BY: Dr. T. Dwayne McCay, President |



Payment Policy

This policy provides guidance governing all disbursements of Florida Institute of Technology (“the University”) funds for expenditures such as goods, services, capital, rents & leases, and the appropriate application of various payment methods. Salary and wage payments are addressed through the Payroll department.

Policy Statement

The Accounts Payable (AP) department is responsible for overseeing the University’s payment process, including payment methods, the approval process, and disbursement controls. The University disburses funds for payment of goods and services only when expenses are for a valid business purpose. All goods or services must be procured and received or prepayment properly authorized, in accordance with the University’s [Procurement Policy](#). All transactions must include complete and accurate supporting documentation and proper approvals.

Payments for goods and services are made payable only to the provider of those goods or services (or to a contractually named agent). Payments are released only when a three-way match is complete; there must be an approved request for payment, an acknowledgement or receipt, and an invoice to make payment. AP processes payments in accordance with terms negotiated in the procurement process.

Authorization

AP will process only those transactions with appropriate department authorization, and secondary authorization if required. Any goods and/or services that exceed the \$1,000 threshold must be initiated electronically into the University’s accounting system – Banner, through a Purchase Requisition and Purchase Order (PO). Receipt of said goods and/or services must also be confirmed by entering a Receiver into Banner, before payment can be issued. Departmental approval of invoices constitutes confirmation of receipt of goods and services.

For [Receipt of Goods Acknowledgment](#) guidelines, see [Procurement Policy](#).

Payment for purchase(s) made using a **purchasing card** is covered under [Procurement Card Policy](#).

Requests for Payment

There are certain circumstances where payments cannot be made using a purchasing card or standard invoice payment methods. These transactions are considered “non-purchase orders”.

Non-purchase order requests for direct payment, that **do not exceed \$1000**, can be submitted one of three ways: by [Check Request Form](#); [ACH Payment Request Form](#); or [Wire Transfer Request Form](#). Supporting documentation detailing all charges must be provided, *including* proper approvals. Authorized situations are as follows:

- Membership fees
- Insurance premiums
- Conference/seminar fees with a registration form or invoice attached
- Courier charges
- Postage
- Required licenses and permits with an invoice attached (excludes Information Technology)
- Real Estate purchases
- FIT visitors-travel and expense related reimbursements
- Travel advances
- Student/tuition refunds (only refunds which go through AP)
- Entertainment or paid events such as musical groups, stage acts or lectures booked directly by the department
- Yearly major events such as Homecoming, FIT Family Picnic, etc.
- Short term (1 time) consultant services
- Non-employee camp counselors & guest speakers
- Honorarium
- Unclaimed property
- Personal service contracts including consultant services, legal counsel, financial advisors, and others deemed appropriate by the Chief Financial Officer.

Requests for payment must be authorized by; the immediate supervisor, department head, or a duly authorized designee with sufficient approval limits, prior to submission of the request.

Vendor Invoice Payments

The University requests that vendors send invoices directly to Accounts Payable. All purchase order-matched invoices over the receipt of goods threshold will be routed to the department for Receiving Approval.

When the department receives an invoice directly from the vendor, it is the responsibility of the department to submit that invoice to Accounts Payable as quickly as possible, and to expedite any other steps necessary to process the invoice for payment.

For payment purposes, vendor statements are not considered appropriate supporting documentation for purchases, and the University will not release payment unless a sufficient invoice is provided. Invoices will be processed in accordance with this policy and all relevant financial, legal, and contractual requirements observed.

Advance Requests

Requests for advances may be authorized for anticipated travel or non-travel expenditures related to University business according to the [Travel Policy](#). Advances must be cleared in accordance with the relevant university policy and related procedures. Advances must be requested within ten business days of start of travel and must include approved [Promissory Note Form](#). AP will pay advancement within seven calendar days of start of travel. Further details are found in [Travel Policy](#).