



# City of Aliso Viejo

## COUNCIL POLICY

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<b>ACCOUNTS PAYABLE SCHEDULE</b>		<b>300-2</b>		<b>1 of 2</b>

### BACKGROUND

The purpose of this accounts payable schedule is to provide a timely schedule for the payment of City obligations and to take advantage of available discounts.

### PURPOSE

The policy will provide for a weekly accounts payable schedule and the issuance of warrants each Thursday, with a Check Register for each of the pay cycles submitted to the City Council for ratification at the next regular Council meeting. Warrants drawn for payment of demands approved by the Financial Services Manager as conforming to a budget approved by the City Council need not be approved by the City Council prior to payment. Demands for payment of those invoices that do not conform to an approved budget, will be presented to the City Council for approval, prior to payment on a Preliminary Check Register.

### POLICY

1. The weekly pay cycle will begin on Monday and end on Friday. Warrants will be issued on the following Thursday.
2. All demands for payment are to be reviewed and approved by the Department Head or his or her designee in the absence of the Department Head and forwarded to the Financial Services Department.
3. The Financial Services Department will review each demand for conformance to the approved budget.
4. A Check Register will be generated showing the check number and date, vendor name, invoice number, amount and date, and a description for each demand for payment, (for payments that conform to a budget approved by City Council).
5. A Preliminary Check Register will be generated showing the vendor name, invoice number, amount and date, and a description for each demand for payment, which the City Council must approve prior to payment (for payments that do not conform to an approved budget and require City Council approval prior to payment).

### PROCEDURE

1. All requests for warrants should be submitted to the Finance Department by Friday 5p.m to be issued the following Thursday.



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2. All warrants over the \$250.00 limit should be accompanied by an approved purchase order. Refer to the Purchasing Ordinance and Policy for purchasing guidelines and monetary thresholds.
3. All warrant requests should be signed by the Department Head and should include original invoices, W-9 form, if first time vendor, and an open purchase order log, if applicable.
4. Details to be included in the warrant are; complete vendor address, purchase order numbers if applicable, invoice number, account number, invoice amount and a description of the goods or services received.
5. The ability of the Financial Services Department to process invoices is dependent upon adherence to the required processing deadlines. City staff should submit their payable items on a timely basis and keep requests for emergency payments to a minimum. Prompt processing of payables by all City Departments will enable the City to maintain its good credit standing, take advantage of early payment discounts and reduce the number of phone calls from vendors inquiring about late payments.

Attachments: Request For Warrant  
W-9 Form