

PROCEDURE

Series: **Accounts Payable** **COA: FIN 2, 7.03, 7.10-7.13**

CFOP:

Procedure Name: Processing Vendor Invoices
Procedure Number: AP-415
Reviewed Date: 3/1/13, 10/06/15, 4/16/2024, 10/7/25
Revision #/Date: 1/25/07, 4/30/2019
Effective Date: 2/28/05

Applicable to: Family Partnerships of Central Florida (FPOCF) Staff

Processing vendor invoices for payment

To properly prepare vendor invoices for payment to ensure the accuracy of accounting for all expenditures.

PROCEDURE:

- A. Only original vendor invoices are processed. In extraordinary circumstances, an exception may be made. This exception must be determined and approved by the Chief Finance Officer or designee appointed by the President and CEO in the absence of the Chief Finance Officer under the direction of the President and Chief Executive Officer (President and CEO Payments will not be made from vendor statements). A Check Request is accepted in lieu of an invoice in the case of refunds and other extraordinary circumstances. A 'Request for Reimbursement Other Than Travel' is accepted in lieu of an invoice in the case of employee non-travel reimbursements and other extraordinary circumstances.
- B. FPOCF payment signatory authority is outlined in AP-421. Any updates or changes of authorized check signers must be presented to the FPOCF Board of Directors for approval via the Chief Financial Officer under the direction of the President and Chief Executive Officer (CEO) by the Board of Directors.
- C. Before processing invoices for payment, the following steps must be followed:
 - 1. Invoices are to be date stamped when received.
 - 2. Invoices are stamped for G/L coding when received.
 - 3. Invoices are matched with packing slips as applicable.
 - 4. Invoices are verified for quantities, unit prices, freight charges, and invoice total. This includes verification that sales tax has not been applied. Adjustments are made to the invoice as appropriate. Each invoice is coded with the chart of accounts and sub-accounts describing the transaction and applicable funding source.
 - 5. All invoices, check requests, travel vouchers and other applicable forms submitted for payment must have the appropriate authorization as outlined in AP-432.FPOCF
 - 6. It should be noted that the Director of Contracts and Compliance has no purchase authority. However, given the responsibilities of their position, the Director of Contracts and Compliance has the authority to clear and reconcile all payments made on appropriately authorized contracts; contracts, or agreements.

- D. Invoice payment processing is completed as outlined in AP-415 Invoice Payment Processing Flowchart #1 and where applicable FSFN Financial Batch Processing Flowchart #10.
- E. Invoices submitted without error are paid in a timely manner; with standard terms of Net30 following the receipt of a correct invoice. Timely payment of invoices are subject to the availability of funding. If funding resources come into question and are confirmed, notice will be given to all vendors/providers via a process outlined by the President and Chief Executive Officer (CEO); at a minimum, notice will be given at the monthly vendor/provider network meeting upon confirmation of data and approval of the President and CEO. It should also be noted that if extraordinary circumstances, such as business disruptions due to hurricanes, tropical storms, civil disturbance, etc., prevent timely payment of invoices, again notice will be given in the manner outlined above.
- F. Generally, appeals by vendors/providers for denial of payments are made through their contractual contact. For example, contract and rate agreement payment disputes would be processed through the Director of Contracts and Compliance. Foster parent payment disputes should be brought to the attention of the Senior Director of Out of Home Care for resolution. The final decision regarding appeals available for vendors/providers is made by the President and CEO.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 12/08/2025