



City of Americus

Process Flow for Accounts Payable

Due Tuesday by 12:00 PM For payment to be issued the following Friday.

(Revised May 8, 2019)

1	2	3	4
Preparation	Approval	PO's Received	Payment Issued
<p>Accounts Payable will send out invoices received in mail to appropriate department for PO's to be entered.</p> <p>All credit card PO's go to Paula to match to the credit card statement.</p> <p>All Vendors need to be informed that normal payment terms are 30 days and in some case may be longer due to certain circumstances. Such as not receiving the W9 form from the Vendor and we must have a W9 for every Vendor. The W9 should be the current version accessible from the IRS website and completed with Employer Identification Number (EIN) or Social Security Number if an individual, and signed and dated in current year.</p>	<p>PO's are Approved by Department Head and if over \$1,000.01 requires the City Manager's Approval and over \$10,000 requires the Mayor and Council Approval.</p> <p>Any project approved by Mayor and Council must have the back-up documents including the minutes from the Council Meeting</p>	<p>After Approval the check request/PO and invoice should be sent to Accounts Payable for processing with all the required signatures and all required backup including (PO/Check Request, Invoice, Approval Signatures, W9, etc..) If all the signatures/documents are not on the PO or check request it will be returned to the department and will delay the check being issued.</p> <p>This should be delivered to Accounts Payable by an employee from each department. Do Not count on Inner-City mail to get your payables to Finance by the deadline.</p>	<p>Checks are issued and ready by 2:30 and maybe picked up by Vendors if indicated on the check request.</p> <p>Vendors must show id and sign for the check before releasing. Expense checks maybe pickup by another person if you inform Finance on who will be picking the check up.</p> <p>Employee Advances are to be turned in and money reimburse to the city if require the week following training or a check will be issued following this procedure.</p>
<p>RESOURCES:Accounts Payable and Department Admins</p>	<p>RESOURCES: Department Heads, City Manager, and Mayor & Council</p>	<p>RESOURCES: Accounts Payable</p>	<p>RESOURCES: Accounts Payable</p>
		<p>DEADLINE: Tuesday by 12:00 PM of Current Week No Exceptions Example received 5/28/19</p>	<p>Checks Issued on Friday of next week. Example if received by 5/28/19 the check would be issued on 06/07/19. Checks are not issued out of cycle</p>

Invoices will be sent daily as they arrive in the mail to the appropriate department(s) from Accounts Payable.

Purchase Orders and Check Request may be sent to Accounts Payable everyday of the week with Approval from the Department Head, City Manager, or Mayor & Council determined by amounts listed above by a member of that Department, if you use inner-city mail we can not grantee it will be received by the deadline date and time. Remember that in order to be issued a check on the following Friday, Accounts Payable must have the PO/Check Request by Tuesday at 12:00 PM.