



Enriching Lives & Connecting Communities

Disbursements - General

Finance
Policy No. 9020

Revision Date: December 16, 2013

Policy Statement

Richland County Recreation Commission writes non-payroll disbursement checks for the purposes of making reimbursements, refunds and payments to vendors and employees.

Guidelines:

1. Checks for general disbursements are generated every week and signed weekly .
2. In order to have a check processed (payable to a vendor or employee), the employee must:
 - a. Complete a Check Request Form or Purchase Order Form;
 - b. Insure the correct account code is written on the P.O. and check request form. No payments will be made without the proper account number;
 - c. Have the form approved by his/her supervisor and Division Head;
 - d. Attach proper supporting documents (e.g. original invoice, receipt, registration form, subscription form) to the appropriate Form;
 - e. Submit approved Form with documents to Finance Department.
3. The deadline for submitting a request for payment is 12:00 p.m., Wednesday weekly.
4. Requests received after 12:00 p.m. Wednesday will not be processed until the next accounts payable cycle.
5. Requests that are not correctly and fully completed will be returned to the employee.
6. The Division Head and Executive Director will review and approve/disapprove all Check Requests and/or Purchase Orders.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.