



8.03 OPERATING POLICY & PROCEDURE

Subject: Accounts Payable – Invoice Processing		Application: All Departments
First Effective 6/04/96	Revised 1/30/2023	Review 1/30/2023

PURPOSE

To communicate the accounts payable system for ensuring prompt payment of invoices and management of large invoices.

POLICY

It is the policy of Pivotal to process invoices in a timely and accurate manner.

PROCEDURE

1. All invoices must have two signatures of approval in the following order of preference:
 - A. Chief Financial Officer and Chief Executive Officer
 - B. Chief Financial Officer and appropriate program director
 - C. Chief Financial Officer and one manager
 - D. Chief Executive Officer and one manager
2. Expenditures in excess of \$20,000 and not associated with a valid contract must be approved in advance by Pivotal's Board.
3. All contracts require approval by Pivotal's Board.
4. Invoices are checked for accuracy and for required approval prior to entry into the accounts payable system by the Authority's Accountant.
5. Invoices are coded for cost center and line item by the Authority's Accountant.
6. Invoices, which have an associated penalty for late payment, are entered into the accounts payable system and scheduled for payment on or before the due date. Consideration must be given to all significant discounts.
7. All provider claims are submitted into PCE and are compared against authorizations and contract rates; which have been entered by the contract manager, for accuracy.
 - A. The PCE system compares claims (from contract providers) against service unit authorizations to ensure accuracy of data.
 - B. The PCE system compares claims invoice (from contract providers) against rate authorization to ensure accuracy of data.
 - C. If the submitted claim is accurate it is processed and approved for payment by the Chief Financial Officer.
 - D. If a submitted claim is inaccurate it is reviewed by the Contract Manager or Chief

Financial Officer to determine what the inaccuracy is related to and then referred back to the provider for corrective action.

- E. Payments for clean claims will be made at 90% or higher within 30 days of receipt, and at least 99% within 90 days of receipt.
8. After the checks are run; the checks, checklist, and documentation go to the Chief Financial Officer for review and approval.
 10. The checklist will go to the Chief Executive Officer for review and approval.
 11. The Chief Executive Officer and Chief Financial Officer have the authority to sign accounts payable checks.
 12. All vendor checks go to the Receptionist for mailing.