

## CCD Accounts Payable

### Frequently asked questions & answers, and other helpful resources

#### FAQs links:

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#### Outside links to other helpful resources:

CCD's tax exempt certificate

[Check Request Form \(FIS-19\)](#)

[Signature Card \(FIS-20\)](#)

Foreign Vendor Questionnaire

#### **Q: How do I pay an invoice I received from a vendor?**

To pay an invoice, send the following to Accounts Payable in Fiscal Services:

1. The original invoice signed by the Org owner (or delegate) as approved for payment.
2. Confirmation of receipt of the good(s)/services(s) on the invoice must be indicated by either writing or stamping received on the invoice, and signing and dating. Received stamps are available in Fiscal Services.
3. Org code to be charged.
4. The Purchase Order number if applicable (see the Fiscal Services [Purchasing FAQs](#) webpage to see when a purchase order is needed).
5. Any additional backup such as packing slip, etc.

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#### **Q: How can I be reimbursed for work supplies I purchase with my own money?**

1. Provide the vendor with CCD's tax exempt certificate at the time of purchase. Sales tax is not reimbursable.
2. Complete a Check Request Form and obtain appropriate approval signatures.
3. Attach the original detailed invoices/receipts for all purchases.
4. If purchase was for an Official Function, attach the original, approved Official Function/Training Function Form (FIS-18).
5. Send all documents to Accounts Payable in Fiscal Services for payment.

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**Q: Where can I find a Check Request Form?**

All Fiscal Services forms are located on the Faculty & Staff Forms & Documents webpage. You can find the form there or click the link above in "Outside links to other helpful resources".

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**Q: When can I expect payment on an approved invoice or check request?**

Approved invoices and check requests with all the required documents received by Fiscal Services by 1:00 p.m. on Friday will be included in the following week's check run. Checks are delivered to Fiscal Services on Thursday and are usually ready for pick-up/mailing by early afternoon. You may request to pick up a check, or have it mailed to the payee/vendor.

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**Q: Can I approve an invoice by email?**

You may approve an invoice payment by email only when Fiscal Services receives the original invoice and sends you an email request for receipt verification and approval.

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**Q: Who has authority to approve invoices?**

With a signature card on file in Fiscal Services, the following have approval authority. They may also delegate authority up to their dollar limit to another employee.

Org Owner – up to \$3,000  
Chair – up to \$5,000  
Dean/Director – up to \$10,000  
Vice President – up to \$50,000  
President – up to \$200,000

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**Q: Where can I find a Signature Card?**

All Fiscal Services forms are located on the Faculty & Staff Forms & Documents webpage. You can find the form there or click the link above in “Outside links to other helpful resources”.

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**Q: How do I get reimbursed for travel expenses?**

See instructions under Mileage/Travel Reimbursement Request on the Fiscal Services [Travel webpage](#).

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**Q: When do I need an Official Function/Training Function Form?**

This form is required for all official functions and any meetings or trainings where food will be served. The form (FIS-18) is located on the [Faculty/Staff Forms & Documents webpage](#) under Fiscal Services.

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**Q: Can I get a check to prepay a vendor?**

To prepare a check, Fiscal Services requires the following:

1. Completed and approved Check Request form.
2. The original detailed invoice, application/membership form, etc.
3. If purchase is related to an Official Function, the original approved Official Function/Training Function Form.

Prepayments are also reviewed and approved by CCD’s Controller. Approved and received invoices with all the required documents received by Fiscal Services by 1:00 on Friday will be included in the following week’s check run. Checks are delivered to Fiscal Services on Thursday and are usually ready for pick-up/mailing by early afternoon. You may request to have the check held at Fiscal Services for pick-up if you do not want the check mailed.

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**Q: What if I want to purchase from a Foreign Vendor?**

We are required by the IRS to withhold taxes when purchasing services from foreign vendors unless they have a U.S. Taxpayer Identification Number (TIN) or a representative with a TIN in this country. The system office has requested that all potential purchases be reviewed by CCCS’s legal department, as well as our auditors to ascertain if withholding will be required. The cost for this review will be passed on to the college (the cost for the auditors review by a partner is approximately \$375.00 per hour). When considering the purchase of services from a foreign vendor, you will need to add these additional costs

into the purchase and it may then be beneficial to locate a vendor within the United States. If it is determined that withholding is applicable, you will need to notify the vendor prior to the purchase and ensure the applicable processes are in place when you are ready to make payment. Purchasing from a foreign vendor using a credit card (P-Card or Travel Card) does NOT exempt our reporting or withholding requirements. Keep in mind this applies to services and not to products/goods purchases, however, everything must be submitted to ensure no services are bundled into the purchase of products/goods.

When considering a purchase from a foreign vendor, plan ahead to allow enough time for our research. Please contact Desha Banks at 303-352-3014 or Tungalagsaikhan Nyanrag at 303-352-3241 with your questions or concerns.

Please read the Foreign Vendor Questionnaire for pertinent questions to consider when choosing a vendor. A link to this questionnaire is located above in "Outside links to other helpful resources".

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**Q: When do I need a Purchase Requisition (PR) and a Purchase Order (PO)?**

A PR and PO is required prior to purchasing and paying for goods and services, and there are specific guidelines for these purchases based on specific dollar amounts. The guidelines are located on the Fiscal Services [Purchasing FAQs](#) webpage.

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**Q: How do I pay for a service?**

All services regardless of the dollar amount require a PR and a PO unless it is a specifically excluded procurement card purchase (per the Procurement Card Handbook.) See the guidelines located on the Fiscal Services [Purchasing FAQs](#) webpage.

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**Q: Who do I contact at CCD for other questions related to Accounts Payable?**

Desha Banks at 303-352-3014, [desha.banks@ccd.edu](mailto:desha.banks@ccd.edu) or  
Tungalagsaikhan Nyanrag at 303-352-3242, [tungalagsaikhan.nyanrag@ccd.edu](mailto:tungalagsaikhan.nyanrag@ccd.edu)

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