

FINANCE PROCEDURE MANUAL	TITLE: Accounts Payable Processing – Ad Hoc Payment Request	
	NUMBER: FIN-ACP-009	VERSION: 02
	ISSUED DATE: 9/24/2010	REVISION DATE: 8/11/2023

➤ **Purpose:**

To process payments outside of the standard Requisition and Purchase Order process referenced in FIN-ACP-001 Accounts Payable Processing-Standard Purchase Order. Ad Hoc Payments are typically for Payroll Deduction and Liability payments, small customer refunds, grant recipient payments or other unique circumstance.

➤ **Definitions:**

Ad Hoc Payment: A transaction type in Workday, which requires accurate accounting information for the payment to be processed. A description of material and/or service, quantity, date, and cost should be included in the documentation.

EFT (Electronic Funds Transfer): EFTs encompass several types of electronic payments, the most common one used by the College is ACH (Automated Clearing House). ACH payments are submitted through a secured file submission to our bank based on bank account and routing information.

Invoice: Non-negotiable commercial instrument issued by a seller to a buyer. Also called a bill of sale or contract of sale, it identifies both trading parties and lists, describes, and quantifies the items sold or services rendered, shows the date of shipment or transfer of deliverables, and mode of transport, prices and discounts (if any), and delivery and payment terms.

Workday: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Standard Purchase Order: Term used to signify a three-way match process (purchase order, receiving, and invoice) that must take place for invoices to be paid.

➤ **Responsibility:**

Accounts Payable: Verifies information before processing payments.

Check Processor: Responsible for proofing and printing checks, mails checks to vendors or sets up check for pick up. Also responsible for the cancelation of checks.

Treasury, Payables, and Disbursements Manager: Supervises the Accounts Payable Department.

College Departments: Responsible for submitting details of goods/services delivered/performed for approved College activities to Finance.

Purchasing: Maintains the vendor database and issues purchase orders.

➤ **Procedure Details:**

1. College Departments completes an [Ad Hoc Payment Authorization Form](#) and sends to Accounts Payable at payables@palmbeachstate.edu
2. Ad Hoc Payment requests are requested by College Departments only for payment outside of the standard Requisition and Purchase Order process referenced in FIN-ACP-001 Accounts Payable Processing-Standard Purchase Order. Ad Hoc Payments are typically for Payroll Deduction and Liability payments, small customer refunds, grant recipient payments or other unique circumstance. Examples for use of an Ad Hoc Payment request can be, but are not limited to, refunds for ancillary services such as cosmetology, theatre, grant participant stipends, student testing fee reimbursement, etc.
3. College Departments attach supporting documentation to validate issuing a payment for Accounts Payable review. Examples can be, but are not limited to, invoice(s), memo(s) or original receipt(s) for processing refunds.
4. Once all information is submitted and verified by Accounts Payable, the Ad Hoc Payment request is processed by Accounts Payable.
5. Accounts Payable processes the Ad Hoc Payment request by entering the transaction type and upload supporting documentation via Workday to produce a payment.
6. When payment is processed, a check or EFT will be generated from Workday and the Check Processor mails the check (when applicable) to the vendor. If checks were requested to be picked up instead of mailed, then the department/vendor is called when checks are ready. Checks are sent to the Cashier's Office for pick up.

➤ **References:**

Accounting Manual for Florida's College System:

http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf

Ad Hoc Payment requests Authorization Form

<http://www.palmbeachstate.edu/finance/Documents/APForm-DisbursementRequestForm.pdf>

Florida Statutes: Chapter 1010.04

<http://www.flsenate.gov/Statutes>

SBE Rules: 6A-14.0734

<https://www.flrules.org/gateway/RuleNo.asp?ID=6A-14.0734>