



## Vendor Payables Procedures

1. Vendor invoices may be received by LCCR via:
  - a. U.S. mail or
  - b. Via emails sent to the “Accounting” email account.
2. If received via US mail, invoices will be date-stamped as received by the Office Staff.
3. Invoices will be forwarded to the accounting email for processing.
4. All invoices received by the accounting department by close of business on Wednesday will be included in the week’s batch of vendor payments.
5. Accounting initiates the vendor payment by entering invoice into Bill.com
  - a. Accounting will contact a Supervisor if there is an issue or question with the invoice?
6. On a weekly basis, accounting emails the Co-Executive Directors a hyperlinked list of all vendor payments outstanding to be approved for the agency.
7. Once approved by the Co-Executive Directors, accounting processes the payment in Bill.com
8. If vendor is signed up for ACH, Vendor receives payment via ACH in 48 to 72 hours after processed in Bill.com.
9. If not, they receive a check in 5 to 7 days.
10. A list of the week’s vendor payments will be sent to all supervisors.