

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Bill Owens
Governor

Major General
Mason C. Whitney
The Adjutant General

Policy Letter: DMVA 37-1

Effective Date: March 1, 2004

Summary: Policy and Guidance for Accounts Payable/Invoices

Applicability: DMVA Employees, Colorado National Guard Program Managers

Staff Proponent: DMVA Controller

Supercedes: New

Official:

William L. Robinson
Deputy Director

Distribution: TAG
Controller
All DMVA Employees
National Guard Program Managers

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ACCOUNT PAYABLES PROCEDURE

GENERAL GUIDELINES:

INVOICES:

1. Only original invoices will be approved for payment.
2. A faxed or copied invoice will only be approved for payment in an emergency or if the original is lost.
3. A copy of the original invoice will be sent to the proper division for approval and coding. The division will return the invoice with supporting documentation (work order, receiving report) to the Accounting and Finance Office within 30 days of invoice date. A large red "COPY" stamp will be on all copies.
4. The credit card should only be used at time of purchase or when the order is placed, either in person or by phone. Do not use the credit card to pay for an invoice already issued. Not following this rule may cause duplicate payments.
5. An invoice is to be signed by all required delegated signature authorities. Invoices to be paid using Federal dollars must have the authorized Federal program manager's signature. All authorized signatures must be on file in the Accounting and Finance Office.
6. A purchase order (commitment voucher) must accompany all purchases of \$5,000 or more. A copy of the purchase order and subsequent revisions are to be sent to the Accounting and Finance Office-Accounts Payable for record keeping. Refer to Fiscal Rule 2-2.
7. Cellular phones are for work related calls only. Any personal calls made are to be marked on the invoice and a check made out to the appropriate phone company must be attached to invoice and sent to accounting. Refer to "Use of State Owned Cellular Phones" policy number _____.

ADDITIONAL GUIDELINES FOR CONSTRUCTION INVOICES:

1. Payments will be made only when proper funding and the required encumbrance documents are in place.
2. Invoices or Certificates for Contractor's Payment are to be signed by all required signature authorities which includes the following:
 - Architect/Engineer
 - Contractor
 - State Building and Real Estate Programs or its delegate
 - Facilities