



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 6302 Accounts Payable

**ISSUED: February 17, 2009
REVISED:**

The CEO directs that the following regulations are to apply to accounts payable at the Compton Community College District:

- I. No payment shall be processed or authorized for non-salaried goods or services unless accounts payable has in its possession all of the following:
 - A. A properly authorized procurement document;
 - B. Documentation verifying the goods/services were satisfactorily received and/or performed;
 - C. An accurate, correct supplier invoice consistent with the original authorized procurement document.
- II. Suppliers and Contractors shall not be directed by any College District personnel to supply any goods or services, except when preceded by a proper procurement document. All procurement documents will instruct suppliers and contractors to submit invoices directly to the Accounts Payable Office.
- III. No invoice should be submitted for payment unless it is preceded by a properly authorized procurement document.
- IV. Documentation verifying the receipt of fixed assets must include identification of the final recipient and physical location of assets.

Reference:

Board of Trustees Policy: BP 6300 Fiscal Management
Administrative Procedure: AP 6302A Accounts Payable