



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 6302 Accounts Payable

**ISSUED: February 17, 2009
REVISED: July 17, 2019**

The Chief Executive Officer (CEO) directs that the following regulations are to apply to accounts payable at the Compton Community College District:

1. 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, or similar.
2. 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.
3. No invoice should be submitted for payment unless it is preceded by a properly authorized procurement document.
4. Documentation verifying the receipt of fixed assets must include identification of the final recipient and physical location of assets.

Applicable Administrative Procedures

Administrative Procedure: AP 6302A Accounts Payable