

SOPP # 125	<u>Prepared By:</u> Treasury Division
<u>Effective Date:</u> June 2015	<u>Approved By:</u> Acting Commissioner of Finance
Title	VENDOR CHECK DISBURSEMENTS / ACH PAYMENTS
Purpose	<p>CHECK DISBURSEMENT To accommodate agencies/departments that do not utilize the Automated Clearing House (ACH) payment option, and ensure smooth and efficient operations of check issuance from the Treasury Division, Disbursement Unit.</p> <p>VENDOR ACH PAYMENT To provide vendors with convenience and quicker access to funds while simultaneously reducing costs associated with the disbursement of checks.</p>
Policy	<p>CHECK DISBURSEMENTS</p> <ul style="list-style-type: none"> ✓ The Treasury Division, Disbursements Unit, is <u>open from 8:45 AM to 4:45 PM</u>, on regular business days; ✓ All checks will be mailed by the following business day after checks are processed (i.e., check date plus one), except for checks related to: <ul style="list-style-type: none"> ➤ individuals for which there are liens by the Bureau of Internal Revenue (BIR) and tax refund checks requested to be held by BIR; ➤ individuals/businesses for which there are liens by the Internal Revenue Service (IRS); ➤ periodic allotments; ➤ scholarships; and, ➤ travel advances. <ul style="list-style-type: none"> ▪ <u>Note:</u> Supporting documents for travel must be submitted to the Accounting Department at least five (5) business days prior to the travel date to allow ample time for the checks to be processed and available for release. ✓ Departments/agencies must designate an employee, with a valid form of identification that must be presented, in order to pick-up checks that are exceptions to being mailed (see above); ✓ Checks not picked-up within two (2) business days will be mailed;

	<ul style="list-style-type: none"> ✓ Departments/agencies are responsible for inputting adequate payment information on check stubs to enable vendors to identify payment source. This information should include invoice number, invoice date, amount, and remitting agency/department; ✓ Departments/agencies are responsible for investigating the status of outstanding vendor checks; <ul style="list-style-type: none"> ▪ Note: Departments/agencies shall not request vendors to contact the Treasury Division or Disbursement Unit to inquire about checks. All inquiries must be regarding outstanding vendor checks shall be transmitted in writing to the Director of Treasury by the corresponding department/agency that initiated the Accounts Payable Invoice transaction. ✓ Departments/Agencies may reduce the processing of paper checks by offering the Automated Clearing House (ACH) Electronic Payment option to vendors. <p>VENDOR ACH PAYMENT</p> <ul style="list-style-type: none"> ✓ The “ACH/Electronic Payment Vendor Request Form” is located at: http://www.usvifinance.info/html/Financial-Policies.html ✓ The form is to be completed and forwarded to the department/agency with which the vendor conducts business transaction. <ul style="list-style-type: none"> ▪ Note: Banks may take up to forty-eight (48) hours to process ACH payments
Procedures / Responsibilities	<p>VENDOR DISBURSEMENTS / ACH PAYMENTS</p> <ul style="list-style-type: none"> ✓ Departments/Agencies <ul style="list-style-type: none"> • Verify the correctness of vendor bank information to include the Name, Account No., ABA No., and Account Type; <ul style="list-style-type: none"> ▪ Note: To view the details (i.e., invoice number, invoice date, amount, etc.) of ACH payments, vendors must request the service from their respective banking partner. • Transmit the verified ACH/Electronic Payment Vendor Request Form” to the Department of Finance (DOF), Accounting Division;

	<ul style="list-style-type: none"> • Initiate payment to the vendor through the Accounts Payable Invoice (API) process; • Select the correct “remit to” address and payment method; • Contacting DOF regarding the status of outstanding checks and ACH payments; <p>✓ Accounting Division</p> <ul style="list-style-type: none"> • Upon receipt of the “ACH/Electronic Payment Vendor Request Form”, code vendor’s information into the ERP system • Verify and process the API as an EFT payment <p>✓ MIS Division</p> <ul style="list-style-type: none"> • Process the warrant request • Upload ACH file to the Treasury Server and Bank • Notify Treasury of pending ACH payments to be approved <p>✓ Treasury Division</p> <ul style="list-style-type: none"> • Approve and submit vendor ACH file to the bank for payment • Verify confirmation of ACH payment
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Revision History

Revision #	Date	Description of changes	Requested By
0	5/15/	Initial release of draft	LP, GW, AEW, MF
1	5/16/	Review and update draft	GW, LP, VC
2	6/03/	Initial release of draft	GW, LP
3	6/11/	Final review	VC