

Provisions being considered for the Disbursement Policy are:

1. Who should approve invoices of various types and amounts?
2. What support is needed with an invoice to ensure it is ready for payment?
3. What is the default or preferred method of payment?
4. What are the limited circumstances in which advance payments are allowed?
5. What is process for urgent payments?
6. When are automatic withdrawal payments allowed?
7. When are wire payments permitted?
8. When should purchasing cards to be used?
9. What is process for year-end closing?
10. What is timeframe for making vendor payments?
11. What is process if vendor charges fees on use of purchasing cards?
12. What processes are in place to ensure budget, contract, bonds/leases, and grant compliance?
13. If exception to policy is needed, what is process and how should exception be reported?