

CASH DISBURSEMENTS PROCEDURES:

1. Incoming invoices will be mailed to the Administrative Office at its PO Box. All invoices will be opened and date stamped the day they are received by the OA (Office Assistant). The OA will attach supporting documents as available. The invoices will then be forwarded to the Chief or Deputy Chief for approval after review by Shift Commanders as appropriate.
2. The Chief or Deputy Chief will check the validity of the invoice against purchase orders.
3. The vendor invoice should include the account code to which the expense will be applied.
4. The Executive Assistant shall enter all invoices into the accounts payable software and prepare disbursements in a timely manner for signature by the Fire Chief, Deputy Chief, and/or Finance Manager for expenses, debts and liabilities of the District.
5. All disbursements are to be made by check through the accounts payable software unless the item is considered a petty cash item.
6. The checks shall be attached to the invoice and other supporting documentation for signatures.
7. Two signatures are required on all checks.
8. After checks have been signed, the check voucher is attached to the invoice and supporting documentation and filed by vendor.
9. Checks will be mailed as soon as this process is completed.
10. The Executive Assistant will utilize the paid invoice files to respond to any discrepancies which arise with vendors or other payees.
11. Once monthly, the Executive Assistant will check vendor statements to determine if there are any outstanding invoices which have not yet been paid and investigate as necessary.