

Administrative Services Operating Procedures



ELECTRONIC INVOICE AUTHORIZATION POLICY

Electronic authorization may be used for authorizing payment of invoices that have Purchase Orders in lieu of an original signature in accordance with the following terms, limits, and procedure.

Limits:

An electronic authorization may not be used for the approval of documents which are used to enter into contractual commitments.

This policy does not apply to the process by which payroll and vendor checks are signed and authorized.

Invoices that do not have an associated Purchase Order cannot be authorized using this method.

Procedure:

1. Create an email
2. Attach a copy of the specific invoice you wish to authorize for payment.
3. In the body of the email, you must include the following information:
 - a. Invoice number
 - i. if there is no invoice number, include the name of the vendor or person to be paid.
 - b. Invoice date or date range
 - c. Invoice amount
 - d. Purchase Order (PO) number;
 - i. **if there is no PO number, the payment will not be processed.**
 - e. A phrase that says something similar to "I approve this invoice." or "Okay to pay." Is required from the authorized signer.
4. Send the email to accountspayable@bcoe.org. The authorizing email MUST come from the authorizing signer directly to the Accounts Payable email account to verify authenticity.
5. Accounts Payable will save your actual email for 18 months in addition to saving a PDF of the email in the financial system as backup.