

INVOICE PAYMENT AND PROPOSAL APPROVAL PROCESS

To be included in Handbook of Rules and Information

Process Objective: To provide an efficient & effective control process for Board-generated invoices/proposals.

Process Overview: This process will establish a consistent flow of invoices and proposals from contractor/supplier → responsible Board member/committee chair (RBM) → Treasurer → Carlyle.

*****INVOICES/RECEIPTS SHOULD NOT BE SUBMITTED DIRECTLY TO CARLYLE BY A CONTRACTOR OR RBM*****

Invoice/Bill Payment Process (for Work with Approved Budget lines):

1. Invoice for work is submitted to the RBM, NOT directly to Carlyle (Avner). RBM checks that the invoice is for the correct amount, as quoted in the proposal.
2. RBM inspects job to assure that work is completed satisfactorily. If not, contractor should meet the RBM's expectations before payment of invoice is approved. If satisfied with work and invoice amount, RBM signs and dates invoice, as approved.
3. RBM emails copy of signed invoice to Treasurer and to contractor. RBM keeps **original**.
4. Treasurer reviews invoice and compares it to the proposal. If the Treasurer approves the payment, the Treasurer writes payment code and "approved for payment" on invoice, then signs and dates invoice. Treasurer will NOT inspect jobs; Inspection is the sole responsibility of the RBM.
5. Treasurer emails copy of "approved for payment" invoice to Carlyle (Avner) for payment. RBM and contractor receive email copies.
6. Treasurer and RBM expect payment will be processed by Carlyle at the next check cutting day (≤ 2 weeks). Contractor should expect to receive payment in less than 30 days from date of invoice.

Proposal/Quote Approval Process (for Work without Approved Budget lines):

These steps only apply to RBMs who do not have Board approval for a project and must request funds that require a Board vote. Steps A-D must be completed prior to steps 1-6 above.

- A. After discussing project with the contractor, RBM receives proposal from contractor that accurately reflects project scope discussed. RBM is responsible for getting "best value" quote.
- B. RBM emails proposal to all Board members + Carlyle (Avner) for discussion at the next Board meeting.
- C. RBM presents proposal for discussion. If approved, President signs and dates proposal.
- D. RBM emails copy of signed proposal to Treasurer and to contractor; contractor is authorized to begin work. RBM keeps original signed proposal.