RULE 8.3 – ACCOUNTS PAYABLE

Purpose

The mission of the Controller's Office Accounts Payable (AP) is to provide payment services to the City and County of Denver agencies/department and timely payment to vendors. This includes ensuring that all disbursements are timely, accurate, and made in compliance with established City policies and procedures.

Agencies/Departments shall read this rule in conjunction with, and comply with, all applicable provisions of the following Revised Municipal Code, and Fiscal Accountability Rules (FAR), noted to ensure compliance and understanding.

- Revised Municipal Code – Chapter 20 – Article VII. Prompt Payment
- Fiscal Accountability Rule 3.2 – Petty Cash
- Fiscal Accountability Rule 7.3 – Official Function Expenditures
- Fiscal Accountability Rule 7.5 – Vendor Tax Reporting – W-9s
- Fiscal Accountability Rule 8.1 – Procurement
- Fiscal Accountability Rule 8.2 – Receiving Goods and Services
- Fiscal Accountability Rule 10.8 – Travel

Definition

Agency Submitted Purchase Order Payments – invoices that are submitted to the agency/department by the vendor. This includes construction invoices and certain grant invoices that require significant interaction between the agency and vendor.

Manual Form – includes employee reimbursements, travel advances and reimbursements, refunds, petty cash replenishments, workers compensation payments, and payments to cultural facilities.

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Revised:

RULE 8.3 – ACCOUNTS PAYABLE, CONTINUED

Rule

1. All invoices for goods and/or services require that the following conditions have been met before payment. Invoices that have not met the following conditions will be returned to the vendor or to the agency/department depending on the invoice type:
   a. Purchase was made in accordance with Fiscal Accountability Rule 8.1 – Procurement.
   b. Invoice shall be complete and responsive.
   c. Goods and or/services must be received.
   d. Invoice shall be matched and budget checked.
2. All invoices, except for Agency Submitted PO Payments and invoices processed using a manual form, shall be submitted from the vendor to AP.
3. Agencies/departments shall submit manual invoices and Agency Submitted Purchase Order Payments with all supporting documentation to AP. The appropriate completed and authorized Request for Special Payment, Travel, or Payment Distribution form shall be attached. Invoices submitted without the appropriate completed and authorized form will be returned to the agency/department.
4. Prompt payment interest will be calculated and added to a vendor's payment when the interest is owed.
5. AP will process checks once a day.

Procedures and Forms

The **Controller's Office** is responsible for any procedures and forms associated with this rule.

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