

# **Bill Payment Policy**

Midwest Chapter / Medical Library Association  
Approved by the Board September 27, 2002

## ***Authorized Expenses***

Expenses itemized in the annual Budget as approved by the Board are authorized for payment. A majority vote of the Board is required to obtain authorization for payment of expenses not included in the annual Budget. In addition, a majority vote by the Board is required to obtain authorization for all scheduled or open payment accounts (e.g. monthly billing accounts, open-ended hotel/catering accounts).

## ***Procedures***

### **Request**

A Payment Request Form must be completed for payment of a bill or reimbursement of an incurred expense. The Payment Request Form is submitted to the President. The following are required with submission of a Payment Request Form:

1. Description. This must include sufficient information for the President to determine if the expense is authorized and for the Treasurer to determine which account should be debited.
2. Total amount payable.
3. Payee.
4. Method of payment. This must include sufficient information for the Treasurer to determine how to make the payment (e.g. an address to which a check should be mailed, a web address for online payment, a telephone number for a hotel or airline).
5. Requestor name.
6. Requestor signature and date.
7. Documentation. This must include sufficient information to prove the total amount of the payment. Allowable documentation includes invoices, receipts, not-to-exceed estimates, and vendor quotes. In all cases, the President determines if documentation is sufficient.

### **Approval**

The President determines if the expense is authorized or obtains authorization from the Board (see above). If the expense is not authorized, the President returns the Payment Request Form to the requestor with an explanation. If the expense is authorized, the President signs and dates the Payment Request Form and forwards the form and all documentation to the Treasurer for payment. To expedite payment, a copy of the signed form and documentation is sent to the Treasurer and original documents are sent via US mail.

## **Payment**

The Treasurer makes all approved payments in a timely manner. The Treasurer pays bills from Chapter accounts by check or credit card. In no case will cash be used for payments. The procedure for making payment follows:

1. Receive the copy of the Payment Request Form from President.
2. Verify that all required information is included. If necessary, contact the President and/or requestor to obtain required information.
3. Enter the payment in the Accounts Ledger. Assign the payment an Item number. Add the payment to the appropriate Expense Account. Deduct the payment from the checking or credit card account, as appropriate.
4. Write the date, Item number, and Expense Account number, and the amount paid on the copy of the Payment Request Form.
5. Make the payment.
  - a. Check: write the Item number and Expense Account number on the check; write the check number on the copy of the Payment Request Form; enter the check in the checkbook register.
  - b. Credit card: attach the payment confirmation receipt to the copy of the Payment Request Form; enter the payment in the credit card register.
6. File the copy of the Payment Request Form.
7. Receive the original Payment Request Form and documentation from the President. File with the copy of the Payment Request Form.