


MARITIME COLLEGE
STATE UNIVERSITY OF NEW YORK
STANDARD OPERATING PROCEDURE (SOP)

Title of Procedure: Accounts Payable Process

Division/Unit: Finance/Business Affairs

The Maritime College (College) Accounts Payable Department is responsible for processing, tracking and monitoring all of the College's invoices and refunds to the State of New York Office of the Comptroller (OSC) for timely disbursement. This document provides the information required to interface with the Accounts Payable (A/P) Department and to help prepare the college community so they will have a better understanding of state policies and procedures as they relate to A/P. College procedures are based on and comply with the OSC Accounting Procedures Manual. The full OSC Manual can be found on the State of New York Office of the Comptroller website (<http://www.osc.state.ny.us/agencies/abulls/a91r1.htm>). "Under the New York prompt payment legislation, voucher payments must be paid within 30 days from the merchandise/invoice received (MIR) date. If vouchers exceed the 30 day limit, an interest charge is automatically assessed by OSC."

Invoices: Every invoice should clearly show the name and address of SUNY Maritime College and vendor information. The invoice must sufficiently describe the details of the goods or services being paid including the date the goods or services were rendered and date of the invoice. Each invoice must contain the vendor's name, remittance address, invoice number, and the federal taxpayer identification number. All original invoices should come to the Accounts Payable department from the vendor by mail or email (accountspayable@sunymaritime.edu). In the event the invoice is delivered to another department, it should be forwarded to Accounts Payable immediately.

Types of Unacceptable Invoices: Vendor statements listing amounts due are not acceptable; no "Old Balances" should be included; except for utility payments which must be certified that the amount was not previously paid. Invoices for special gifts, funeral flowers/baskets, or other emoluments and non-related work expenses will not be paid to any vendor. These are personal expenses and are chargeable to the individual incurring such expenses. When invoices for catering/food services are submitted, documentation must be included which provides the name and purpose of the function and attendance sheet, by name or affiliation. Invoices will not be paid for food served during normal staff type meetings. Invoices will not be paid for expenses incurred at State employees' social functions such as Christmas parties. **Costs for alcoholic beverages are not to be included under any circumstances.** Invoices for parking fees or other driving violations by employees will not be paid.

If the process is not followed correctly, vendor payments will not be processed timely. The full support of the college community is very important for the Accounts Payable Department.

Prompt Payment is the Responsibility of Everyone

	Activity	Responsible Position	Time Frame for Task (if applicable)	Approval Authority
7	<p>Processing of the Invoice: On receipt of the approved Okay to Pay form, the A/P Clerk processes the invoice by matching the receiving report, verification of open purchase orders and available balance.</p> <p>**Multiple invoices from the same vendor that do not have a PO will not be processed for payment.</p>	Accounts Payable Staff	3 days	N/A
8	<p>Release of Payment: After processing, invoices are transmitted within 24 hours to OSC.</p>	Office of the University Comptroller	7-10 business days via check 3 business days-ACH	OSC

Additional Information:

*We **strongly encourage** the use of the **procurement card for small purchases** (up to the authorized spending level)*

Procurement Card Prohibited Uses:

- 1) Personal Expenses
- 2) Travel & Entertainment (i.e. airfare, car rental, hotel, meals)
- 3) Food & beverages
- 4) Consulting services
- 5) Advertising Expenses
- 6) Parking passes
- 7) Leases or rentals
- 8) Paypal or vendors on e-bay
- 9) Hazardous Materials
- 10) Gifts or gift cards
- 11) Student fees (no tuition or application payments)

*Vendors are advised to use the New York State Office Statewide Financial System (<http://www.sfs.ny.gov/>) to track the status of their payments.

Accounts Payable Contacts:

Terri Phillips, Accounts Payable Manager
TPhillips@sunymaritime.edu
718-409-7206

Aggie Diaz, Accounts Payable Staff
ADiaz@sunymaritime.edu
718-409-7207

Savitri Seenarine, Administrator for Business Affairs
SSeenarine@sunymaritime.edu
718-409-7202