

**City of Los Alamitos  
Administrative Regulation**

Regulation:	<b>3.14</b>	<small>DocuSigned by:</small>  <small>040A3088E29D4F2...</small> <b>Chet Simmons, City Manager</b>
Title:	<b>Accounts Payable (A/P) Policy</b>	
Authority:	<b>City Manager</b>	
Date:	<b>October 1, 2024</b>	
Revised:		

**1. INTENT AND PURPOSE**

The purpose of Accounts Payable is to ensure that all funds are disbursed and recorded in accordance with generally accepted accounting principles. The Finance Department is responsible for auditing and processing timely payments of invoices.

**2. DEPARTMENT RESPONSIBILITY**

Each department is responsible for ensuring that invoices reach the Finance Department in a timely manner. The vendor does not bring invoices to the Finance Department. Supporting documentation must accompany each payment request.

It is the duty of each department to ensure that all steps in the “purchasing through payment process” are to be followed in a prompt manner, with proper authorization for transactions and all supporting documentation for payment prior to any submission to Finance. If proper documentation is not included with the payment request, the Finance Department will not process payment, and the documentation will be returned, and/or the department will be notified to provide proper paperwork. Authorized departmental signature(s) are required. Any documentation without the appropriate signature(s) will be returned to the originating department for compliance.

**3. WARRANTS**

**3.1 Payment Processing**

The payment processing involves the following elements:

- Proper supporting documentation: proper invoice, proper obligating document (purchase order or contract/lease), or any other relevant supporting documentation. Payments are not made based on statements from vendors. All invoices must reference the appropriate purchase order when necessary.

Invoices should be approved for payment by departments as soon as the invoice or the goods/services are received and accepted. To help ensure payment is made timely, this approval must be no later than five (5) calendar days from receipt of invoice documents by the department.

Departments must have a valid purchase order, contract, and available budgeted funds to ensure prompt payment of invoices.

- Accuracy of payment: authorized expenditure, goods or services received, delivery of goods or service in accordance with terms of agreement, authorized approval for payment, payment in accordance with terms of agreement, payment not a duplicate, vendor name and address are accurate, quantities, unit prices and amounts are correct, payment amount is the same as requested on obligation.
- Legality of payment: appropriate fund cited and authorized for payment, payment in accordance with the City's Purchasing System, obligation/encumbrance incurred during time of appropriation.
- Product Returns and Credit Memos: Product returns require a credit memo from the vendor. This should include documented acceptance by the vendor of returned products of adjustment to charges. Credit Memos are treated as any other invoices and must be signed, coded and sent to Finance. Do not hold a credit memo, these must be submitted to Finance.

### **3.2 Routing of Documents**

Each department is responsible for overseeing the proper routing of documents to the Finance Department as outlined in Exhibit A. Please see [Regulation 5.01 – Cal Card Processing](#) for further direction.

### **3.3 Printing and Distributing Accounts Payable Checks**

Upon the Finance Director's final approval, the checks may be generated. It is the policy of City of Los Alamitos to print vendor checks expense reimbursement checks on a bi-weekly basis. Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers. The Finance Director will issue the checks. Once printed, Finance will notify staff once checks become available. Otherwise, the check will be mailed.

### **3.4 Returned Checks**

Finance will contact the originating department, which is responsible for researching and updating the check address/customer information. If the department would like to void the returned check, a detailed explanation will be provided. The department will provide the updated information to Finance and then re-mail the check with the updated customer information.

### **3.5 Void and Reissue Checks**

In the event that a check requires voiding, the responsible department must complete the appropriate "Void/Stop Payment Form" and submit it to Finance for processing.

Should a reissuance of the check be necessary, a new warrant request form must also be submitted, clearly indicating that it is for the reissuance of the recently voided check. Before proceeding with the reissuance, Finance will verify through the system that the original check has not cleared the bank.

### **3.6 Payment Deadlines**

Invoices should be continuously submitted to Finance as they become available. AP Checks are generated every two weeks in tandem with the payroll schedule. Invoices and claims received by Thursday before 5:30 p.m. will be processed for payment in accordance with the AP Warrant Deadline. Any invoices or claims submitted after this deadline will not be accepted and processed until the next check cycle. For any urgent requests, refer to Section 4.

### **3.7 Purchase Order**

Please refer to the [Los Alamitos Municipal Code Section 2.60 – Purchasing System](#) for requirements on purchase orders. These procedures are also summarized in Administrative Rules and Regulations, [Regulation 5.02 – Purchasing Authority Threshold Policy](#).

\*Departments shall request and follow up with the Finance Department regarding any PO variances. Questions and errors must be resolved before payment is made.

## **4. ADVANCE PAYMENTS TO VENDORS**

Generally, goods and services provided are paid after the receipt of such goods and services. On occasion, it may be necessary to provide a known and reputable vendor with an advance payment. Department Directors will require approval from the Finance Director for any advance payment.

### **4.1 General Provisions**

Advance payments shall be avoided whenever possible. It is always a prudent business practice not to pay for goods or services until they have been received and rendered satisfactory.

Exceptions to the policy may include but are not limited to:

- Books, periodicals and newspapers, including trade and professional publications
- Maintenance service contracts
- Vendors who offer and demonstrate substantial payment discounts
- Membership dues
- Seminar/Conference registrations

## **4.2 Invoice**

Vendors to whom an advance payment is to be issued must provide an invoice or written confirmation of total costs, including taxes, freight, and/or handling, for the total amount of the advance payment before the issuance of the advance payment. Advance payments issued to individuals must be supported by documentation indicating the need for advance payment. All advanced payment requests must have the requesting department's authorized signature(s).

## **4.3 Receiving and Documentation**

Departments will be responsible for receiving the goods/services associated with the advance payment and for collecting and processing all supporting documentation. This supporting documentation must be forwarded to the Finance Department.

## **5. VENDORS**

### **5.1 W-9 Form**

All vendors are required to provide their taxpayer identification number (TIN) to Accounts Payable using IRS Form W-9. Each Department is responsible for ensuring the proper forms have been submitted to Accounts Payable. Payments to vendors failing to meet proper filing requirements may be withheld.

Independent Contractors must have the following forwarded to the Designated Department prior to issuing of payment:

- Copy of Contract, if contract has been entered into
- Completed W-9 Form
- Certificate of Insurance, if applicable
- Completed Sole Proprietor Form, if applicable

## **6. COUNCIL APPROVAL**

The Warrants will be presented at City Council meeting for approval.

## **7. RECORDS**

All records shall be kept in the Finance Department in compliance with the City's adopted retention schedule.

Destruction of any financial record will be done in compliance with the procedures set forth in the City's Records Management Program.

## **8. FISCAL YEAR END**

All financial and accounting transactions must be recorded in the fiscal year in which they are made to properly report the City's financial position as of June 30th. If services are performed or an item is received by June 30th, then the invoice will be charged to the fiscal year ended June 30th regardless of the invoice date or when the invoice is actually paid. Invoices for period ending June 30th must be received by the Finance Department no later than August 31st. If an invoice is received after August 31st and the invoice is under \$50,000 for a service or an item that was received on or before June 30th, the invoice will be deferred into the following fiscal year. If an invoice is over \$50,000 it will be charged to the fiscal year in which the service was performed, or the item was actually received. Finance Department will provide more information for Fiscal Year End to ensure all departments are aware of the process.

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# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

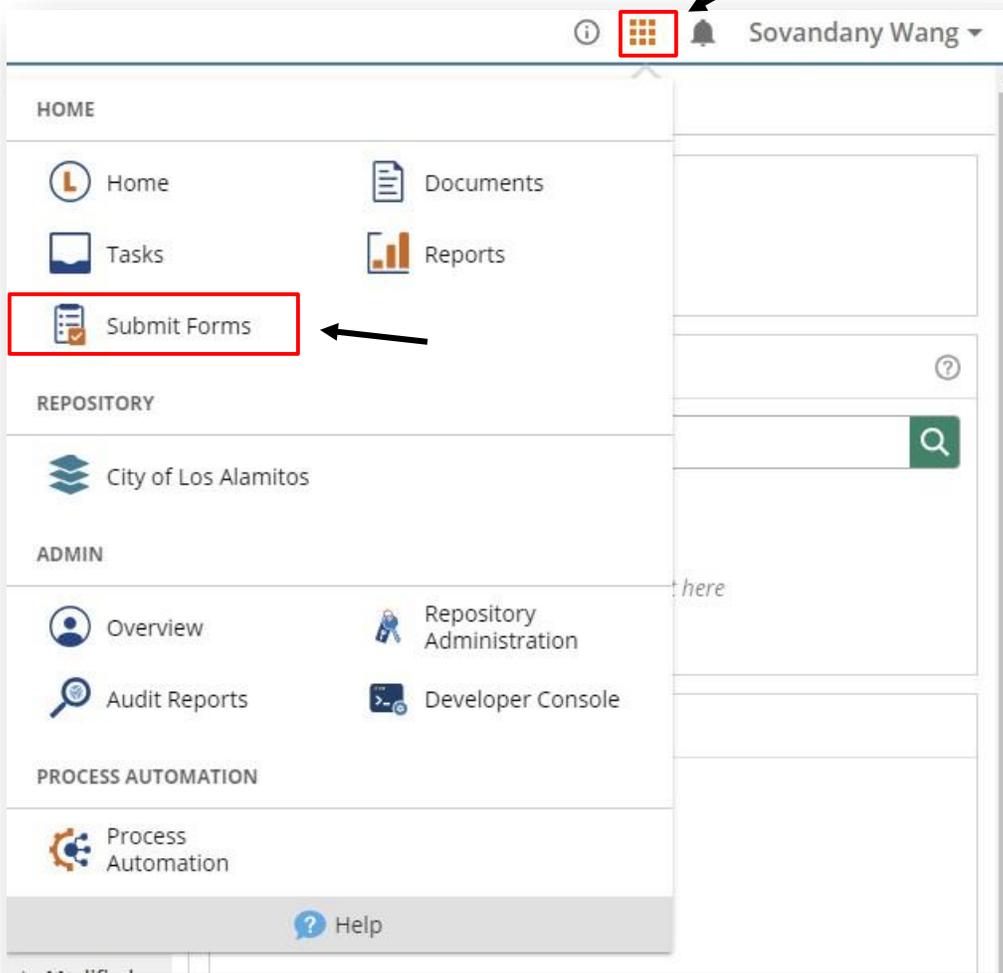
## **Instructions for Submitters**

1. Login with your credentials. NOTE: Each department should have access to the shared inbox to submit forms through Laserfiche.

Sign-in link:

<https://signin.laserfiche.com/CustomerPortal/Administration#/overview>

2. Once logged in, click the chiclet and navigate to 'Submit Forms.'

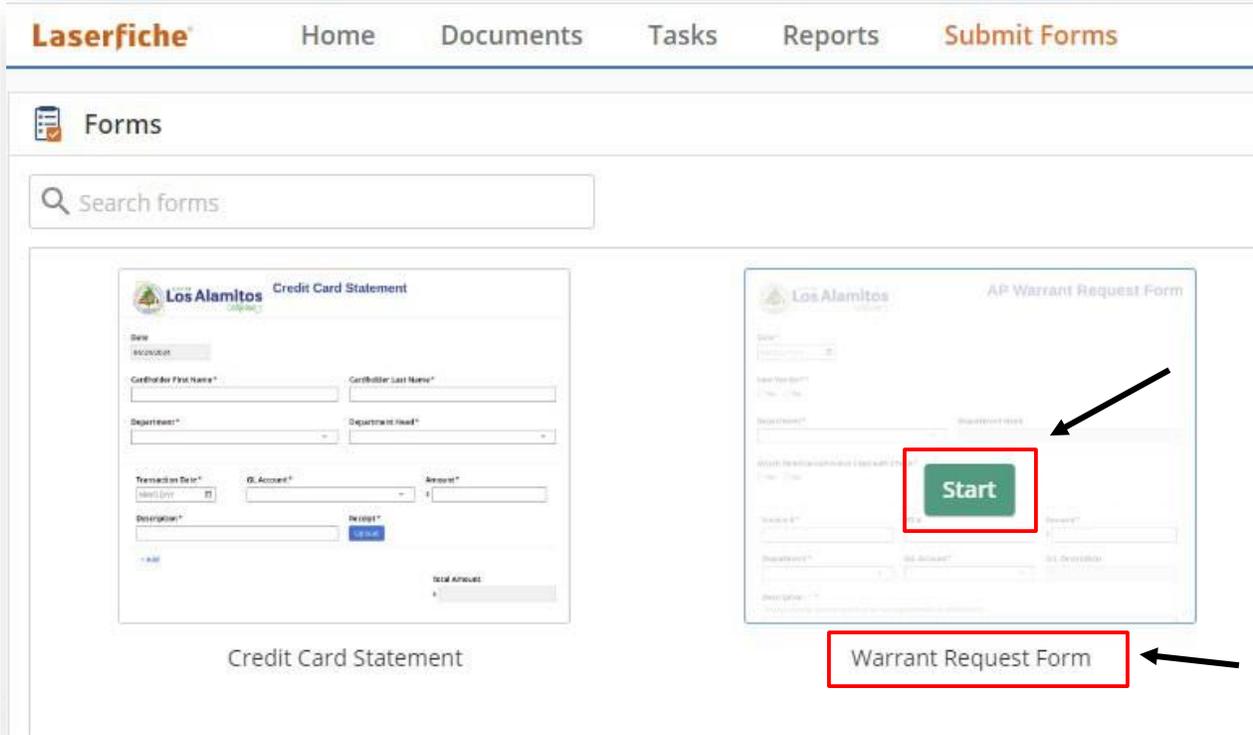


3. The screenshot below shows the current forms available. Please hover over '**Warrant Request Form**' and click '**Start**'.



# A/P Warrant Request Form

City of Los Alamitos  
EXHIBIT A



4. Enter the following information required to submit the warrant request.

A detailed view of the 'AP Warrant Request Form' showing the following fields:

- Date \***: A date input field with a calendar icon, showing 'MM/DD/YYYY'.
- New Vendor? \***: Radio buttons for 'Yes' and 'No'.
- Department \***: A dropdown menu.
- Department Head**: A text input field.
- Attach Remittance/Invoice Copy with Check \***: Radio buttons for 'Yes' and 'No'.



# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

- a. **Date** – Today’s date
- b. **New Vendor** – If **YES**, attach the W-9 form and fill out the following vendor’s information. Leave the vendor number blank.

<b>Vendor*</b>	<b>Vendor Number</b>	
<input type="text"/>	<input type="text" value="LEAVE BLANK"/>	
<b>Remittance Address 1*</b>	<b>Remittance Address 2</b>	
<input type="text"/>	<input type="text"/>	
<b>City*</b>	<b>State*</b>	<b>Zip*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If **NO**, select the vendor from the drop-down menu.

**New Vendor?\***

Yes  No

**Vendor\***

- 2010 OFFICE FURNITURE, INC.
- 24/7 EVENT SERVICES, INC.
- 3M CONSTRUCTION CORPORATION
- AABCO WATER HEATERS & SOLAR SERVICES
- ABC SWIMMING POOL PRODUCTS

- c. **Remittance Address** – If any existing vendor's remittance address has changed, respond **YES** and input the new address. If **NO**, no action is required.

**Is the Remittance Address different than what is displayed?\***

Yes  No

<b>Updated Remittance Address 1*</b>	<b>Updated Remittance Address 2*</b>
<input type="text" value="ENTER ADDRESS"/>	<input type="text" value="ENTER ADDRESS"/>



# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

d. **Department** – Enter the department that will be responsible for reviewing and approving the warrant request form.

Department*	Department Head
Finance	Craig Koehler

e. **Remittance Attached:** If a copy of the invoice needs to be attached to the check, select **YES**. If **NO**, select 'No' and complete the form.

Attach Remittance/Invoice Copy with Check \*

Yes  No

f. **Invoice:** Enter the invoice number.

- o **NOTE: Enter today's date if the vendor did not provide an invoice number.**

g. **PO #:** Enter the PO # associated with the invoice number. Leave it blank if there's no PO associated with the invoice.

h. **Amount:** Enter the total amount of the invoice.

i. **Department:** Select the department to which G/L account will be charged for the invoice. For example, select non-departmental if the invoice is associated with vehicle services.

j. **G/L Account:** Select the account to which the invoice should be charged. The accounts are associated with the department selected.

k. **Description:** Enter the description of the invoice. Include the service date of the invoice.

- o **NOTE: INCODE only captures 32 characters, please limit the description.**

l. **Invoice Attachment:** Attach the invoice associated with the Warrant Request Form.

m. **Additional Invoices:** If multiple invoices exist for the same vendor, select the 'Add' button to add another line item. Follow the previous F-L steps.



# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

<b>Invoice #*</b>	<b>PO #</b>	<b>Amount*</b>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<b>Department*</b>	<b>G/L Account*</b>	<b>G/L Description</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Description (?) *</b>		
Please include service month or service date (MM/YY or MM/DD/YY)		
<input type="text"/>		
<b>Invoice*</b>		
<input type="button" value="Choose files"/>		
<a href="#">+ Add</a>		

- n. **Prepared By:** Enter your name in the prepared by so we can identify who submitted the Warrant Request Form.
- o. **Submit or Save as Draft:** Once completed, select '**Submit**,' which will be routed to the Department Head selected for review and approval. Select Save as Draft to save your form.

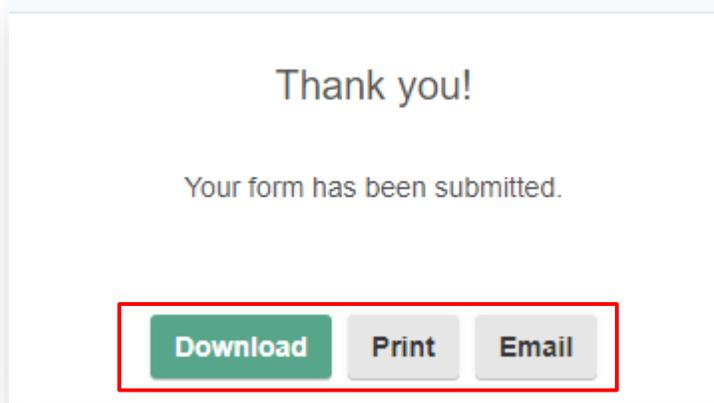
<b>Prepared By*</b>
<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Save as Draft"/>



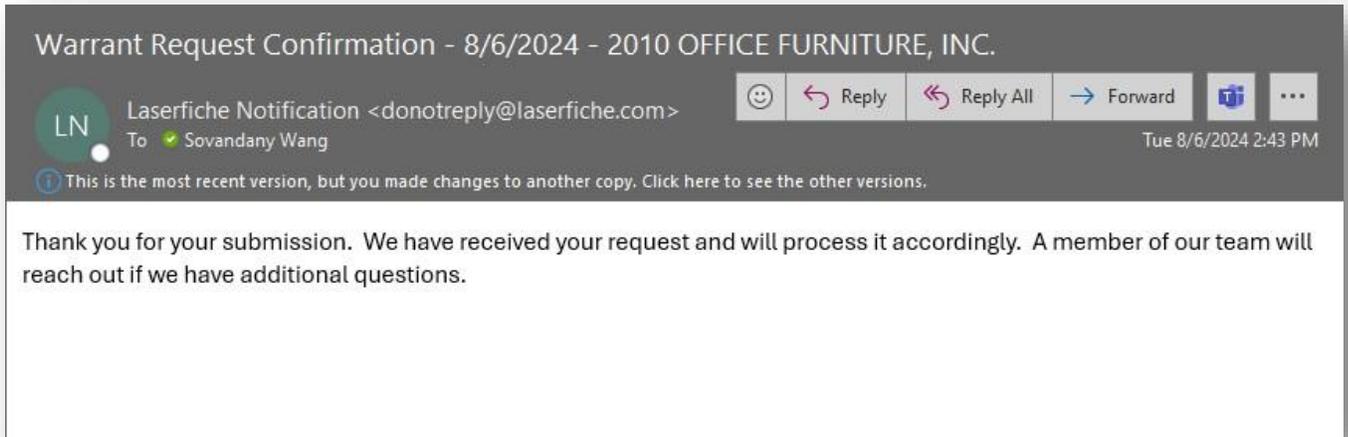
# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

p. You can download, print, or email the form submitted.



q. A confirmation email will also be sent to the shared inbox email notifying you it's been received.





# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

### Instructions for Department Head Review

1. Log in with your credentials. NOTE: Each department head requires login credentials. Please contact Finance if you have any issues.

Sign-in link:

<https://signin.laserfiche.com/CustomerPortal/Administration#/overview>

2. Once logged in, select 'Tasks,' and the following screen should populate:

The screenshot shows the Laserfiche interface with the 'Tasks' tab selected. Below the navigation bar, there are tabs for 'My Tasks' and 'Team Tasks'. A search bar is present with the text 'Search my open tasks'. Below the search bar is a table with columns: Process, Task, Instance, and Date assign... The table shows a task for 'Warrant Request Form' with a 'Department Head Review' link highlighted in red.

Process	Task	Instance	Date assign...
▼ Today (8/6/2024) (1)			
<input type="checkbox"/>	Warrant Request Form	Department Head Review...	Warrant Request Form b1c40165-c209-42ac... 8/6/2024 2:47 pm

**NOTE: Laserfiche Notification Email: Department Heads will also receive emails to approve the warrant request.**

The screenshot shows an email notification from Laserfiche. The sender is 'Laserfiche Notification <donotreply@laserfiche.com>' and the recipient is 'Sovandany Wang'. The email body contains the text: 'After reviewing it, you can make your approval decision.' followed by a blue link: 'Click here to open this task.'



**A/P Warrant Request Form**  
 City of Los Alamitos  
**EXHIBIT A**

3. **Department Head Review:** Select the outstanding warrant request forms in your Tasks section.
- a. Determine if the Warrant Request needs to go to the City Manager by following Section 5.2 Purchasing Authority Threshold Policy
    - o If you select **YES**, it will be reviewed by the *City Manager* (**Only if you select Approve**)
    - o If you select **NO**, it will be reviewed by the *Finance Team*.

<b>Supplies, Equipment, and Services</b>		
<b>Allowed Expense</b>	<b>Threshold</b>	<b>Approval</b>
Cal-Card Purchases (§2.60.130)	Less than \$2,500	Department Director
Purchase Order Required	More than \$2,500	
Open Market (§2.60.080)	Up to \$10,000	Department Director
Informal Purchases (§2.60.090)	Up to \$40,000	Deputy City Manager
	Up to \$100,000	City Manager
Professional Services (§2.60.150)	Up to \$100,000	City Manager
Formal Purchases (§2.60.100)	More than \$100,000	City Council
*The Budget Standing Committee must be notified of all purchases over \$80,000		

- b. **Approve/Reject:** Determine if the warrant request will be approved or rejected.
  - o If you select Reject, it will be returned to the submitter with your comments in the comments box.
  - o If you select Approve, the form will be moved to the Finance Team **unless the City Manager is required to sign.**

Department Head Signature \*

Sign

Date

06/10/2024

Comments:

Approve

Reject



# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

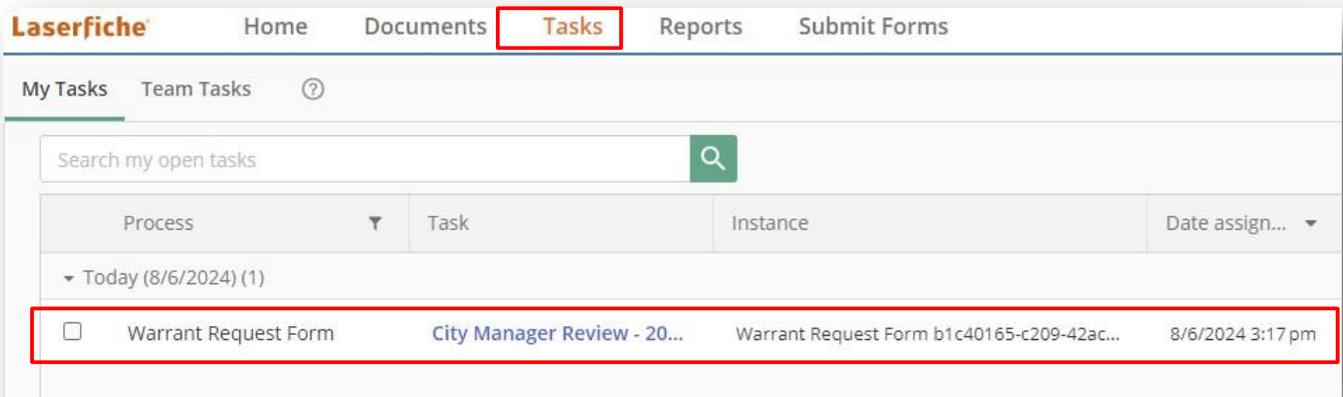
### Instructions for City Manager Review

1. Log in with your credentials. Please contact Finance or Administration if you have any issues.

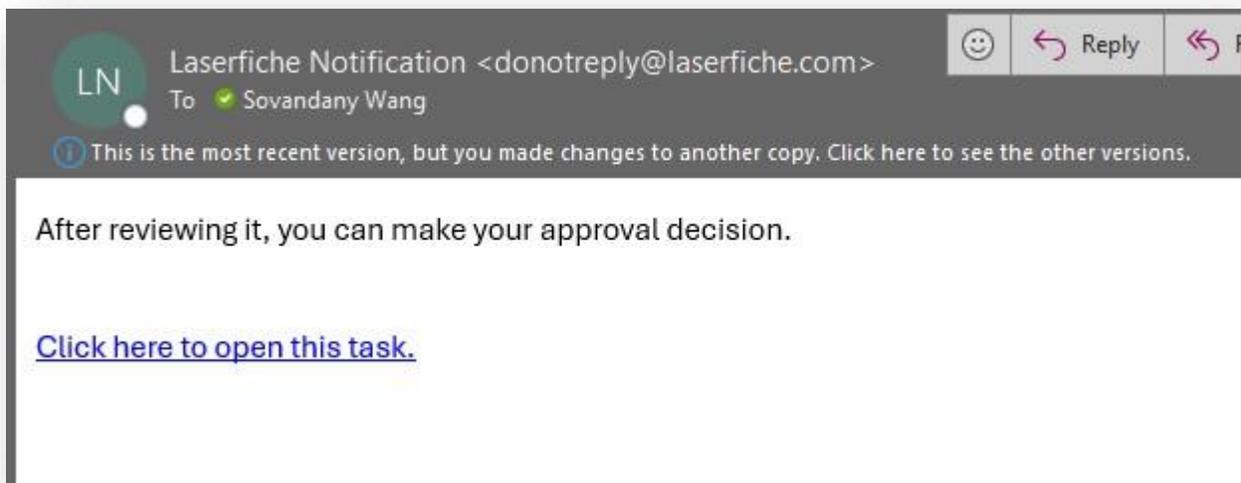
Sign-in link:

<https://signin.laserfiche.com/CustomerPortal/Administration#/overview>

2. Once logged in, select 'Tasks,' and the following screen should populate:



**NOTE: Laserfiche Notification Email: Users will receive emails to approve the warrant request.**





# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

1. **City Manager Review:** Select the outstanding warrant request forms in your Tasks section.
  - a. **Approve/Reject:** Determine if the warrant request will be approved or rejected.
    - If you select **Reject**, it will be returned to the submitter with your comments in the comments box.
    - If you select **Approve**, the form will be moved to the Finance Team.

City Manager Signature \*

Date

08/06/2024

Comments:



# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

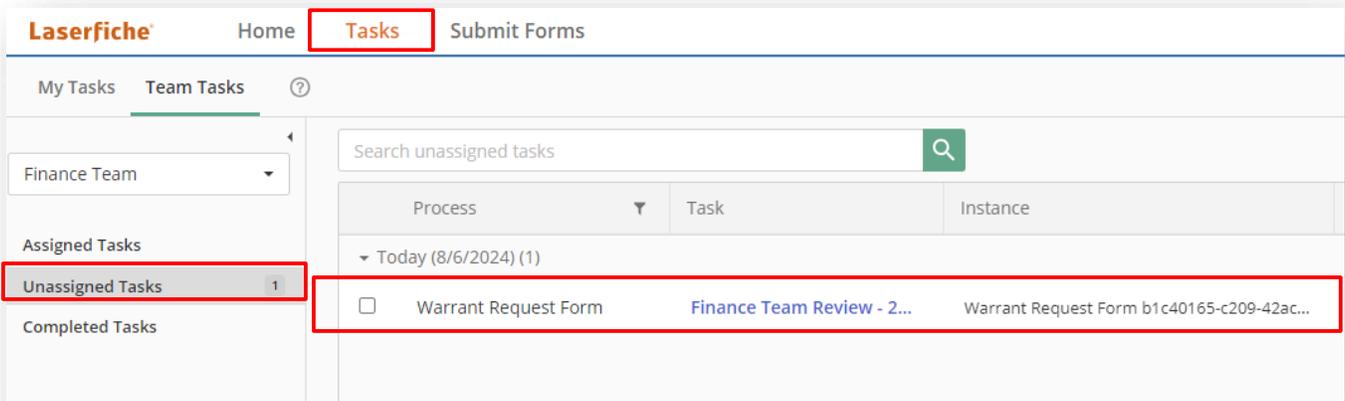
## **Instructions for Finance Team Review**

1. Log in with your credentials. Please contact the Administration if you have any issues.

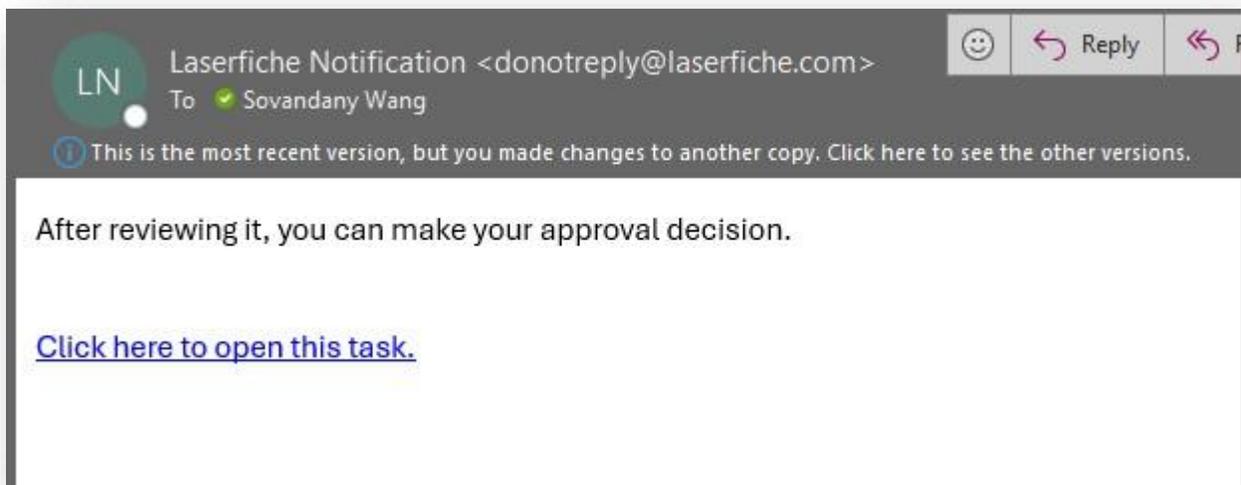
Sign-in link:

<https://signin.laserfiche.com/CustomerPortal/Administration#/overview>

2. Once logged in, select 'Tasks,' and the following screen should populate:



**NOTE: Laserfiche Notification Email: Shared Finance Inbox will receive emails to approve the warrant request.**





# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

- 3. **Finance Team Review:** Review the Warrant Request form and approve or reject the request.
  - a. **Enter Warrant Due Date:** The date will be the check date on which the Warrant Request is being processed.
  - b. **Approve/Reject:** Determine if the warrant request will be approved or rejected.
    - If you select **Reject**, it will be returned to the submitter with your comments in the comments box.
    - If you select **Approve**, the form will be routed to the Finance Director.

**Warrant Due Date \***

**Finance Team Signature \***

Date

Comments:



# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

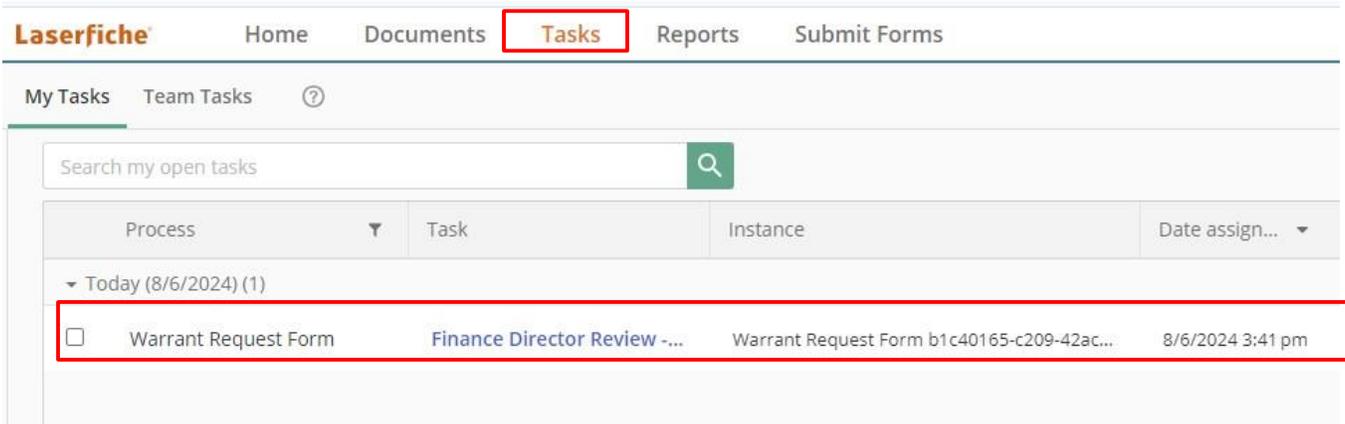
### Instructions for Finance Director Review

1. Log in with your credentials. Please contact the Administration if you have any issues.

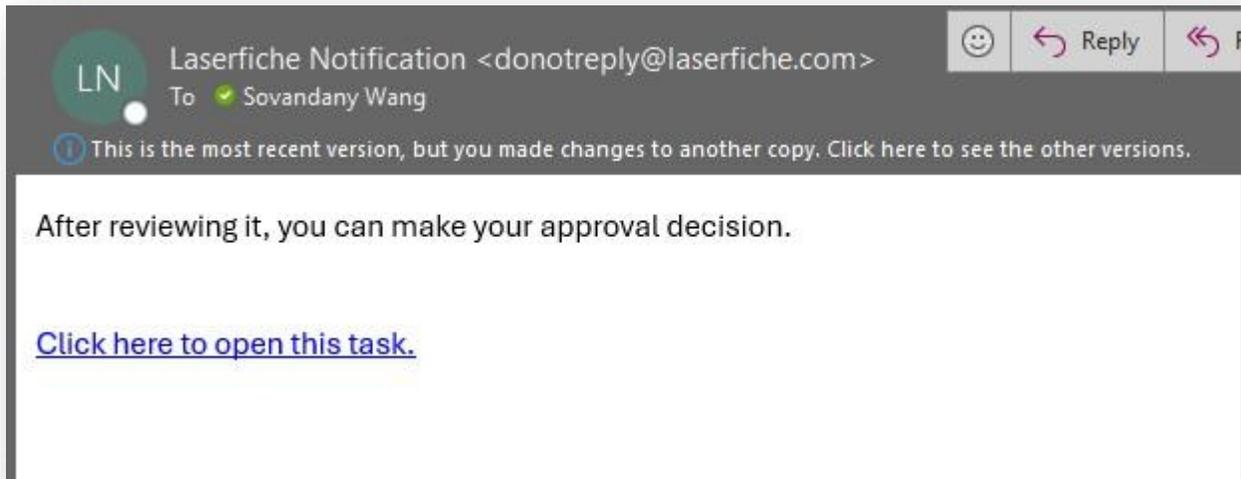
Sign-in link:

<https://signin.laserfiche.com/CustomerPortal/Administration#/overview>

2. Once logged in, select 'Tasks,' and the following screen should populate:



**NOTE: Laserfiche Notification Email: You will receive emails to approve the warrant request.**





# A/P Warrant Request Form

City of Los Alamitos  
**EXHIBIT A**

- 3. **Finance Director Review:** Review the Warrant Request form and approve or reject the request.
  - a. **Approve/Reject:** Determine if the warrant request will be approved or rejected.
    - If you select **Reject**, it will be returned to the submitter with your comments in the comments box.
    - If you select **Approve**, the form will be saved in the city's repository.

Finance Director Signature\*

Date

Comments:

- 4. Form and uploaded documentation will be saved to the repository: *Finance\AP Warrants\Fiscal Year\Check Date\Vendor Name*