

**Health Care Services Division
 Finance Policies and Procedures**

CASH MANAGEMENT

AUTHORITY				
Federal	Rev. Statutes	Admin Code	LSU-HSC	HCSD

CITATION:

PROCEDURE NAME: Fiscal Year 2004 Requesting Manual Account Payable Checks

PURPOSE: To document the procedures for requesting manual Accounts Payable checks for all Business Units during a time of Cash shortage

RESPONSIBLE PERSON	ACTION STEPS
Accounts Payable Supervisor (Business Unit)	<p>1. Determines which Accounts Payable Vouchers need immediate payment.</p> <p>The following criteria that is appropriate for consideration includes the following examples, (but this list is non-inclusive):</p> <ul style="list-style-type: none"> • Vendor has terminated services due to nonpayment of invoices (for example, utilities, medical supplies, physician services, etc.) • Vendor has refused to deliver • Vendor has place us on Credit Watch • Vendor has placed our account in Collections <p>The Accounts Payable Supervisor may be required to submit to HCSDA documentation from the vendor indicating that one of these situations exist.</p> <ul style="list-style-type: none"> • Other Management criteria

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Accounts Payable
Supervisor
(Business Unit)

2. Obtain approval from Chief Financial Officer or First Assistant.

Ensure that the Accounts Payable Voucher has been entered, budget checked, and matched (if appropriate) in PeopleSoft. A manual check will **not** be processed if the hospital has not entered, budget checked, and matched the Accounts Payable Voucher in PeopleSoft.

Chief Financial Officer
or First Assistant
(Business Unit)

3. Approves request for issuing Manual Accounts Payable check. Sends email to Cash Management Manager at HCSDA (dloper@lsuhsc.edu), as well as Cash Management Supervisor (gsmit1@lsuhsc.edu), requesting issue of Manual Accounts Payable check. The email should include the following information:

- Vendor Name
- Voucher Number
- Voucher Amount
- Brief description of services rendered
- Explanation as to why manual check release is needed
- Indication as to whether check should be mailed directly to the vendor or returned to the Business Unit

Requests for manual checks must be received no later than 4:30PM Tuesday in order to be processed that same week.

NO EXCEPTIONS!

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Cash Management
Manager or Supervisor
(Headquarters)

4. Receives email and reviews for final approval to issue manual check. Sends email to the Chief Financial Officer and First Assistant stating whether request for manual Accounts Payable check was approved or denied.

Cash Management Manager has assigned backup staff at Headquarters in case of absence.

Cash Management
Manager or Supervisor
(Headquarters)

5. If request was approved, the procedures outlined in CMP018 will be followed to prepare Manual Accounts Payable Check.

Cash Management
Manager or Supervisor
(Headquarters)

6. Notifies Chief Financial Officer and First Assistant that manual check has been issued and mailed.