ACCOUNTS PAYABLE PROCEDURES

All outgoing payments to vendors or individuals fall under four categories.
   A) Direct Invoice
   B) Charges on Account
   C) Reimbursements
   D) Check Requests for COD or immediate payment.

Three forms have been prepared to help with each of the above situations:

   Request for Reimbursement or Payment (Green)
   Invoices Charged On Account (Blue)
   Check Request (Yellow)

The following narrative will explain the procedures for each category.

Please allow 30 days to receive payment to allow sufficient time for the appropriate approvals, preparation of the check, obtain proper signatures and mail through the United States Postal Service.

DIRECT INVOICE - These invoices should be coming directly from a vendor that is under contract with The Empire Mine Park Association. Normally, they would be reoccurring, such as utilities, insurance or ongoing subcontractors. All contracts must have the mailing address of the Empire Mine Park which is 10787 E. Empire Street, Grass Valley, CA 95945. (In the case of invoices for the Gift Shop only, please use 10791 E. Empire Street, Grass Valley, CA 95945.) All contracts must have the initial approval of an appointed coordinator or the President or Vice President of the Board of Directors. The approved contract must be maintained in a contract file.

However, there are occasion where the invoice is a one-time invoice and will not be reoccurring. In that case, a Request for Reimbursement or Payment Form must be completed with the payee's name, mailing information, etc. The completed form must be forwarded to the appropriate coordinator for approval. The coordinator must sign the form, indicate the account number to be charged and forwarded to the EMPA Treasurer for payment. If it is mailed directly to the Empire Mine Park Association, it will be forwarded to the appropriate coordinator for approval.

CHARGES ON ACCOUNT - The Empire Mine Park Association have accounts with various vendors. Specific names must be on file for both EMPA and the vendor detailing who has the authorization to charge and the limit they are able to charge. When a charge is made, the invoice of the charge must be attached to the Invoices Charged On Account Form and forwarded to the appropriate coordinator for approval. The coordinator must sign the form, indicate the account number to be charged and forwarded to the EMPA Treasurer for payment. The Treasurer will match all charges to the vendor’s monthly statement when received.

REIMBURSEMENTS - There are many circumstances where expenses are paid for by workers, volunteers or Board Members and should be reimbursed. The invoice(s) to be reimbursed must be attached to a completed Request for Reimbursement or Payment Form and forwarded to the appropriate coordinator for approval. The coordinator must sign the form, indicate the account number to be charged and forward to the EMPA Treasurer for payment.

CHECK REQUESTS - There are occasions where a check is required for COD or for immediate payment. A Check Request Form must be completed with the vendor information, the date the checks is needed, etc. The request should then be forwarded to the appropriate coordinator for approval. The coordinator must sign the form, indicate the account number to be charged and forward to the EMPA Treasurer for payment.