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When ExED transitions a client to Nvoicepay/Corp, they should update the cash disbursement section of their fiscal policies. Below is the Cash Disbursement language ExED recommends a client uses. The language clarifies there are two payment methods (bank check and Nvoicepay) with separate procedures. The Bank Check section should be similar to what is in your current fiscal policies. You should leave in your existing procedures but add a Bank Check header to distinguish it from the Nvoicepay procedures.

Please update the fields highlighted in yellow to reflect the positions authorized to approve payments.

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## Cash Disbursements

**Policy:** Vendor payments will be issued upon receipt of appropriate documentation (e.g. vendor invoice, purchase order, packing slip, etc.).

**Procedures:** Two methods are used to issue vendor payments:

**Bank Check**

* Once an invoice is approved by the Executive Director or Director of Operations for payment, the ExED Accounting Analyst will prepare an in-sequence check and will submit the check to the ExED AM or VP.
* The ExED AM or VP will review the supporting documentation for completeness and the check for accuracy and will sign the check with the Executive Director’s facsimile signature stamp, which is maintained in a secured location when not in use.
* ExED will distribute the check as follows:
* Original – mailed or delivered to payee
* Duplicate or voucher – saved electronically by an ExED accountant.
* Should a check need to be voided, “VOID” will be written in ink on the signature line of the check.

**Nvoicepay/Corpay (outsourced payment provider)**

* Once an invoice is approved by the Executive Director or Director of Operations for payment, the ExED Accounting Analyst will submit the invoice to Nvoicepay for payment. The ExED AM or VP will review the payments submitted to Nvoicepay and will approve or reject each vendor payment.
* After ExED AM or VP has approved a vendor payment, Nvoicepay will electronically withdraw funds from the organization’s bank account and transfer the funds to a Nvoicepay trust account. Each vendor payment will be a separate bank withdrawal and a separate line on the bank statement. Nvoicepay will then issue payments to the organization’s vendor. The payments are disbursed from Nvoicepay’s trust account via one of three payment methods: Check, ACH, or payment card. The payments will include a Reference ID that ExED will record as the transaction number in ExED’s accounting system. The Reference ID will not be in sequence as it is based on Nvoicepay’s numbering system.
* Nvoicepay will save an electronic check copy for any paper checks issued and Nvoicepay will save vendor remittances for any ACH or payment card payments issued.
* Nvoicepay will stale date payments after 60 days. When this situation happens, Nvoicepay will void the payment and credit the funds back to the organization's bank account. ExED may also direct Nvoicepay to reissue a payment prior to the 60-day deadline. In this case, Nvoicepay will void the original payment and issue a new payment. The new payment will be recorded as a payment modification and will be linked to the original payment in Nvoicepay. The new payment will have a new Reference ID for tracking purposes, however, the new Reference ID will not be updated in ExED’s accounting system where the original Reference ID is recorded as the new transaction is only impacting Nvoicepay’s account.