**Accounts Payable Quick Reference Sheet**

Accounts Payable (AP) doesn’t receive notification that a PO has been created. So, before a PO can be processed & paid, AP will need to have an invoice or backup paperwork for it. This can be dropped off in the Finance office or emailed to [accountspayable@cityfirst.church](file:///C:\Users\debbiee\Downloads\accountspayable@cityfirst.church)

Please don’t use the following as an invoice:

* Estimates
* Quotes
* Order Confirmations
* Statements

When placing an order or calling for service, please ask the vendor to send the invoice to [accountspayable@cityfirst.church](mailto:accountspayable@cityfirst.church)

For purchases over $5000 it is recommended that quotes be obtained to ensure we get the best price.

Please submit all Invoices and PO’s in a timely manner in order to initiate timely payment.

All vendors that need to be entered into the system must have a W-9 before they will be entered.

Packing slips should (when available) be submitted as verification of received goods.

If you need a check held for pick up, please either email [accountspayable@cityfirst.church](mailto:accountspayable@cityfirst.church) or reference it on the PO. Otherwise checks will be mailed.

All checks are issued on Fridays.

Requests for checks must be submitted to [accountspayable@cityfirst.church](mailto:accountspayable@cityfirst.church) no later than the Tuesday before the check run. Otherwise, it will go the following week.

When placing an order, and a PO hasn’t been created yet, please give them your name as reference.

When sending anything out through UPS, please enter the information on the UPS log or put your name somewhere on the paperwork. That way, it helps in determining what department to charge. IF there is a “senders” copy, submit that to Finance with your name and dept. or send me an email.