



## **04-15 AUTHORIZATION TO PAY/CONFIRMATION PURCHASE ORDERS**

### **I. OVERVIEW**

An Authorization to Pay (ATP) is a procedure developed to purchase only library materials and instructional resources that do not need to be competitively procured. Items procured and paid for by an Authorization to Pay may include the purchase of library books, pamphlets, motion picture film, instructional software, testing and audio-visual materials. These transactions are strictly regulated at the colleges and District Office.

### **II. PROCESS**

- A. The College President or Vice President of Administrative Services must provide signature approval of any orders issued as an Authorization to Pay. No vendor invoices shall be processed for payment that is a result of an account overdraft under an Authorization to Pay.
- B. A written request to purchase items is issued by an authorized college purchaser to the vendor directly. The order must be on college letterhead signed by the College President or Vice President of Administration.
- C. When the material is properly received and determined to be complete and in good condition, the Authorization to Pay is completed by the requestor, signed by the College President or Vice President of Administrative Services and sent through to college Accounting, Accounts Payable together with the vendor invoice signed as approved for payment by the requestor and College President or Vice President of Administrative Services.
- D. Copies of the Authorization to Pay with the invoice should be kept by the requestor, Accounts Payable and the Office of the College President or Vice President of Administrative Services.
- E. Accounts Payable shall provide the date scheme, quantity and dollar amount of the authorizations to pay to be included in a routine report for ratification within 60 days of issuance by the Board of Trustees.
- F. Although this type of transaction reflects the use of a confirmation purchase order, confirmation purchase orders are strictly prohibited for purchases outside of library and instructional materials.



### **III. LEGAL AUTHORITY AND CITATIONS**

Education Code section 81651

04-02 – Types of Transactions