

POLICY The Poverello Center, Inc. shall process all accounts payable in a timely, accurate, and controlled manner that complies with 45 CFR Part 75, Ryan White HIV/AIDS Program National Monitoring Standards, generally accepted accounting principles (GAAP), and internal control best practices. All payments shall be properly authorized, supported by documentation, and made only for allowable, allocable, and reasonable costs.

PROCEDURE

I. Invoice Receipt and Initial Review

A. All vendor invoices shall be mailed or emailed directly to the Fiscal Department or submitted through the bill.com portal.

B. Upon receipt, the Administrative Assistant or Accountant shall date-stamp or electronically log the invoice and verify:

1. Vendor name, address, and remittance information
2. Invoice number and date
3. Description of goods/services matches purchase order or contract
4. Mathematical accuracy
5. Proper coding to fund source, program, and Chart of Accounts

II. Approval Process

A. Program Managers shall review and electronically approve invoices in bill.com within five (5) business days, confirming receipt of goods/services and budget availability.

B. The Fiscal Department shall perform a second review for allowability and compliance with 45 CFR §75.403–75.405.

C. Payments exceeding \$5,000 require dual signatures or CEO approval per Policy #1.6.

D. Any contract or commitment exceeding \$15,000 or three years requires prior Board approval.

III. Payment Processing

A. Approved invoices are scheduled for payment in QuickBooks to take advantage of discounts and avoid late fees when cash flow permits.

B. Payments may be made by check, ACH, wire, or credit card (per Policy #1.5). C. All disbursements are recorded on the date issued.

IV. Supporting Documentation Each payment file shall contain, at minimum: A. Original invoice B. Proof of receipt (packing slip, delivery confirmation, etc.) C. Purchase order or contract (when applicable) D. Approval signatures/electronic approvals E. Allocation to correct funding source and budget line item

V. Prohibited Practices

A. Payment without adequate supporting documentation is prohibited.

B. Pre-payment of invoices is allowed only when required by vendor contract and approved in writing by the CEO.

VI. Record Retention Accounts payable records shall be retained for at least seven (7) years after the end of the grant period or longer if required by the funding source or pending litigation/audit.

Approvals:

Signature: _____

Date: _____

Thomas S. Pietrogallo, Chief Executive Officer

BOD Approved Date: Pending Date Established: November 2025 Date Revised: N/A