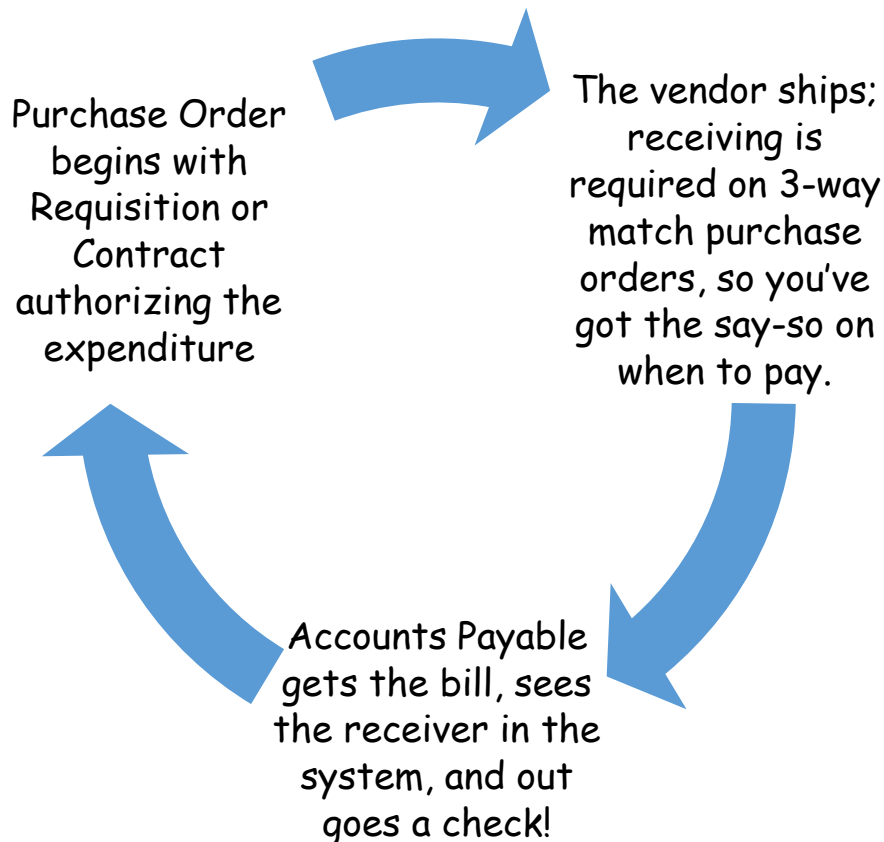


We can't function without your help. We understand that paying for products and supplies you need to perform your task is not high on your list of priorities. We also know that you might not have to deal with these issues on a daily basis, so it can be easy to forget from one time to the next just how to accomplish your task.

We count on you to familiarize yourself with the College's Purchasing Procedures, available by contacting the Purchasing Department at the Business Services Office. We also think it's a good idea to read the Board of Trustees Rules and Procedures on Purchasing. You'll find that a thorough understanding of those procedures, or knowing where to find procedures when you need them, will help you understand when you need a purchase order and when a check request will suffice, when you'll need a receiver and when you won't.

Procure-to-Pay Cycle



In our portion of the website, we address various methods available to you to ensure that your payments are processed properly. We trust you to contact us by telephone or by email if you have any questions, special needs, or concerns.

Training is Available!

If you are new to the College, changing roles, or simply unfamiliar with or unsure of procedures, we can schedule a training session in our office where we can also provide you with the proper forms you'll need so you can be comfortable that you are both knowledgeable and current in your practices. Onsite trainings can also be arranged for a larger group. Simply email requests or inquiries to Accounts Payable (<mailto:AccountsPayable-EPI>).

We hope you can navigate the process with ease. We encourage you to call or email whenever you need clarification or have a question. We subscribe to the theory that it is better to call ahead than have to make corrections after the fact. If you're not sure who to call, call Susie Carvell, Accounts Payable Supervisor at ext. 3207.