

GUIDELINES FOR SUBMITTING INVOICE BATCHES

Due to the significant quantity of invoices processed by the Auditor's office, please arrange each batch in the following manner and submit them to Accounts Payable for review and cash disbursement.

- **The Invoice Entry Proof List** – should be outward facing on top of the alphabetized invoices and printed in that manner since MUNIS produces payments in an A to Z order. Agency markings on the report should be made in **Red** ink & appear in the upper left-hand corner of the first page only. The rest of the report is utilized by Accounts Payable and should not be marked on.
- **The Payment Authorization Form** – must be on Agency Letterhead, include the **Highlighted Batch number**, be dated and signed by approved personnel and then stapled back-to-back to the Invoice Entry Proof List. Please ensure that when stapled, the documents are fastened in the upper left-hand corner of the Invoice Entry Proof List, so that the entire report may be examined in a book-like manner.
- **Calculator Tape** –batches with more than 1 invoice must include a Calculator Tape. Staple the calculator tape tallying each invoice in the batch to the upper left-hand corner and running down the length of the Payment Authorization Form. The tape should include: Batch Number, Date Batch was Keyed, Keyer's Initials, Total Number of Invoices, and Total Dollar Amount.
- **Invoices** – should be in alphabetical order, corresponding with the Invoice Entry Proof List. They need to be stapled together if greater than a single page, and stapled to a standard sheet of paper if smaller than 8 ½ x 11. If an invoice is larger than 8 ½ x 11 it needs to be folded to standard size. Invoices that necessitate separate processing in MUNIS (see Specialized Batches below) should only be keyed with similar invoices.
- **Attachments** - invoices that require an attachment be sent to the vendor need to be keyed in separate batches than those that do not. If the payment remit address is no longer visible on an invoice when the attachment portion of the invoice is removed, a photocopy displaying the address needs to be stapled to the remaining portion of the original. Attachments should be folded to fit into a #10 envelope and stapled to the back of the original invoice. If an attachment is greater than 1 sheet, it should be stuffed into a pre-addressed envelope and the envelope is then stapled to the original invoice.
 - *Keep in mind when ACH, WIRE, DIRECT DISBURSEMENT & INTRA-COUNTY payments require attachments, those will need to be sent directly & independently from your agency to the vendor.*
- **Clip or Rubber Band** - invoices together behind the Invoice Entry Proof List before submitting them to the Auditor's office for cash disbursement.
- **Specialized Batches:** **ACH, INTRA-COUNTY, HOLDS, FIXED ASSET INVOICES, WIRE PAYMENTS, DIRECT DISBURSEMENTS, EMERGENCY ASSISTANCE, VETERANS ASSISTANCE, LEGAL ADVERTISING, ATTORNEY FEE APPLICATIONS, WITNESS & JURY FEES, BOR, DOG LICENSE REFUNDS, KINSHIP, and RECORDER REFUNDS:** must be batched separately and include the type of invoice written in **Red** Ink in the upper left-hand corner of the Invoice Entry Proof List.

*****SUBMITTED BATCHES THAT DO NOT ADHERE TO THESE PARAMETERS
MAY BE RETURNED TO THE ORIGINATING AGENCY FOR CORRECTION*****

Payment Authorization Form: Attach the dated and signed “Payment Authorization Form” to the back of your Invoice Entry Proof List facing outward. The form should be signed by an approved individual, must be on agency letterhead and must include the highlighted batch number that is being approved.

Calculator
Tape
stapled
here

FRANKLIN COUNTY
PAYMENT AUTHORIZATION

The payees and amounts on Batch # _____ Invoice Entry Proof List have been reviewed.

During that review, compliance with our agency's policies is evaluated. Evidence of that review is retained in our offices, and is available for review upon request.

For payments associated with contracts subject to ORC 9.24, I certify that the search of the Auditor of State's unresolved findings for recovery database was conducted and produced no matches. The signed search certificates are being retained in our offices, and are available for review upon request.

The items contained in this batch are hereby certified to be valid, accurate and approved for payment.

Name (Print): _____
Signed: _____
Date: _____

Please Note: The Invoice Entry Proof List (not the Authorizing Signature Page) should be facing outward when the batch is presented to our office.