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# Purchasing Procedures: For All Payments

Metro YMCAs of the Oranges

## Questions?

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# Payment Processing

- All payments are processed through Association Services' Accounts Payable.
  - Two week lead time required on payments.
  - Less than two weeks require a written request and an email to Accounts Payable as a heads-up.
- No payment can be processed without first adhering to Association Purchasing Procedures

# When to Use Purchase Orders



- Purchase Orders are required for all purchases exceeding \$250
  - If amount is between \$250 and \$1000, retain yellow and white copies at Branch.
  - Gold and pink copies submitted for payment with the bill/invoice to Association Services Accounts Payable

# Purchases between \$250 and \$1,000:

## One Level of Approval Required

- Purchase order must be completed prior to purchasing
- Approval indicated by Branch Executive Director's signature
- For P.O. between \$250 and \$1000, retain the yellow and white copies at the Branch. The gold and pink copies are submitted to the corporate office with the bill/invoice for payment.

# Purchases Over \$1,000: Two Levels of Approval Required



- Purchase order must be completed prior to purchasing
- First Approval indicated by Branch Executive Director's signature
- Second Approval indicated by Chief Operating Officer's signature
  - Purchase orders must be sent over to Association Services for COO approval. After approval, they are forwarded to Accounts Payable.

# PO Carbon Copies

- Unless instructed otherwise, A/P will then mail the white copy to vendor, the pink and yellow copies will be sent back to the Branch, and the gold will be kept on file at corporate.
- Once the Branch receives the invoices, the pink copy is attached to the invoice and submitted back to corporate for payment. The yellow copy is kept at the Branch for your records.
- The white copy from the purchase order should never be submitted with the invoice for payment. The white copy should be given to the vendor or retained at the Branch.

# Check Request for Trips



- When making a check request for a trip, please note that a copy of the vendor contract must be attached as well as the purchase order.

# PO for Deposits:

- When completing a purchase order that requires a deposit, the procedures are as follows:



# PO for Deposits:

- Complete the purchase order for the entire amount, deduct the deposit, and show the balance due. Complete a check request for the deposit only. Attach the pink copy of the purchase order to the check request and submit for payment.
- Once the invoice is received or the balance is due make a copy of the original purchase order and attach it to the invoice/check request and submit for payment. Second purchase order is not required to complete this transaction.

# Sales Tax & Account Numbers



- No sales tax should be paid for any purchases excluding staff meals. It is your responsibility to take the ST 5 Form when making purchases for the Y.
- Please verify account numbers prior to submitting invoices for payment. Correct account numbers will help to expedite payment.

# Check Requests, T&E

- Check request forms can be used only in a situation when there is no invoice. Examples may include refunds, petty cash reimbursement, postage requests, COD payments, etc.
- Employee expense forms must be signed by Branch Executives prior to submission for reimbursement.