

▶	Adopted Date	<u>10/01/04</u>
▶	Amended Date	_____
▶	Review Cycle	_____

Attachments: Authority to Pay (ATP)
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LIBRARY
AUTHORITY TO PAY (ATP)

PURPOSE:

The Los Angeles Community College District (LACCD) Board of Trustees has delegated authority to the individual campuses to make purchases outside of the normal procurement cycle for the Library to procure books and instructional materials. The Authority to Pay (ATP) document is the form used to pay for these items. Vice President of Administration must approve the payments.

INITIATOR

- The initiator, in this case the Library Department Chair, orders the books and/or instructional materials from the vendor(s). The merchandise and invoice is mailed directly to the Library.
- The initiator prepares an ATP, attaches the invoice(s) and forwards the documents to the Vice President of Administration for approval. Note: (1) the initiator, with a prefix of "B" and a suffix of "M", sequentially numbers the ATP documents.
- The initiator is responsible for ensuring that sufficient funds are available in the appropriate budgeted account at the time of making the purchase from the vendor.
- The initiator is responsible for all invoices being paid within the appropriate fiscal year.

AUTHORIZATION

- The Vice President of Administrative Services for payment approvals the ATP for payment.
- The ATP(s) are mailed by Administrative Services Department staff to the LACCD Accounts Payable Section.

RESPONSIBILITY

- The LACCD Accounts Payable Section makes the payment.

APPROVED: _____

DATE _____



Los Angeles Mission College
Academic Affairs
Authority to Pay