

**Title: Vendor Payments**

- ☐ Initial Action: 3-16-79
- ☐ Board Resolution: 79-94; 98-045, 20-028
- ☐ Last Revised:
  - ☐ Policy: 03/06/2020
  - ☐ Procedure: 03/06/2020
- ☐ Last Reviewed 9/06/2023
- ☐ Effective: 10/12/2000
- ☐ Next Review: 09/06/2026
- ☐ Responsibility: Finance

**Policy:**

It is the policy of Cecil College, vendor requests for payment that are complete and accurate will be paid within 30 days after invoice date.

**Procedure:**

1. All invoices should be directed to Accounts Payable upon receipt.
2. Payments of vendor invoices will be made subject to verification of approval, reference College's procurement policy. Statements will be used for reconciliation of account status.
3. Payments to individuals, professional firms, contractors, etc. for services must be submitted on a Consultant Payment Invoice Form with taxpayer name, identification # (social security number for individuals or Federal Employer Identification Number for businesses), and complete mailing address. A W9 must be attached to the Consultant Payment Invoice Form for all vendors. If services are being performed on college property or at a college sponsored event, a copy of the current Certificate of Insurance must also be attached. Contractors must include Worker's Compensation coverage. Worker's Compensation coverage of out of state firms must meet the minimum Maryland statutory requirements. Consultant Payment Invoices Forms are subject to divisional and budget head approval as set forth in the College's procurement policy and must be received in Accounts Payable prior to any services being performed. No services are to be performed and no payments will be made if complete information is not provided.
4. The same procedures apply to invoices for services that are submitted through the on-line requisition system. Please attach the W9 and Certificate of Insurance to the requisition, along with the invoice.

5. Any requests for exceptions related to consultants or presenters must be submitted on a Certificate of Insurance Exception Form and approved prior to any services being performed.
6. Approved Invoices, Check Requests, etc. that are received in Accounts Payable by noon on Tuesday will be processed with checks available for distribution by 3:00 PM on Thursday.