



## Policy and Procedure #772

### **EFI Charge Accounts**

Approval: \_\_\_\_\_ Effective Date: 5/10/24

#### POLICY:

When an employee requests to purchase an item or service for EFI, they may charge them to an established charge account. Employees are to use this policy in order to provide sufficient record keeping and funds tracking. For items being purchased at a store where EFI does not have an account, and the items cost under \$10.00; a petty cash account will be used.

#### PROCEDURE:

1. Fill out a purchase order and get approval prior to making a purchase.
2. After signing the white copy of the purchase to order to the store clerk prior to the purchase.
3. After signing for the purchase, obtain a copy for the signed invoice from the store.
4. After making the purchase, indicate the EFI Department making the purchase in the invoice. If it isn't clear on the invoice what the item is or how it will be used, attach that information to the invoice.
5. Turn in the invoice/purchase order to the Finance Department within 48 hours.
6. When dealing with a business that doesn't issue invoices (i.e. the "Shopper" or the "Journal"), or if an invoice is lost, turn in a purchase order in place of the invoice with all the information in paragraph 4 above. If the invoice has been lost, indicate this on the purchase order and have the Department Director initial the purchase order.