



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment*


Effective August 13, 2009

Accounts Payable


Letter from the President

Rules and Regulations


Adjunct Handbook

 Print using your browser's print function.

Faculty Handbook

 Print using your browser's print function.

Staff Handbook

 Print using your browser's print function.

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

As a staff employee there may be occasions when Accounts Payable processes a check for you. Accounts Payable typically runs checks on Monday and Thursday during the school semester and Monday and Wednesday during the summer. An invoice and Check Request form must be submitted along with the following process:

- A requisition must be entered in Datatel;
- The requisition must be approved by all required approvers;
- The requisition must have a purchase order or blanket purchase order number assigned to it

To allow adequate time for Accounting Services to obtain the proper signatures and verify the accuracy of the checks, Accounts Payable checks are not authorized for release until the day after checks are run. At that time, the checks will either be mailed or available for pickup at the Cashier's window after 3:00 p.m.

• UHRS •

University Human Resource Services
Revised July 9, 2009