



Payment Request Board Guidelines

Payment Board Workflow

1. Sport Operator submits payment request
2. Sport Manager approves
3. Sport Director approves *
4. FP&A budget approves **
5. Accounts Payable enters bills into accounting system and marks as “processed”
6. Accounts Payable submits payments for payment 7 days prior to **due date**
7. Reviewed by Accounting Operations Manager
8. Check signer(s) approve, Controller and CFO on checks over \$10k
9. Accounts Payable prints checks for mailing
10. Checks are mailed and marked paid on the payment request board
11. Accounts Payable performs review of payment due dates each morning and end of day

* Sports Managers are responsible getting the Sport Director approval

** Accounts Payable team is responsible for getting the FP&A approval

Due Date: the date on the invoice that states when payment is due

- Submitter: If payment is needed sooner than true invoice due date, please specify reason and provide the requested due date in the **additional notes** section of the request form
- Approvers: Mark this payment as HIGH priority if the payment needs to be mailed before the following Wednesday

Key Informational Notes

1. Timing
 - a. All check payments are processed on Wednesdays
 - b. Ensure all approvals are completed before end of day on Tuesday to ensure timely payment
 - c. Payment will be sent out 7 days prior to the invoice due date (must be fully approved)
 - i. EXCEPTIONS (to be paid in closest check run or off cycle ASAP when necessary)
 1. Utilities Bills
 2. Tournament Fees
2. All payment requests must go through the payment request boards in order for payment to be processed
3. Submit only one invoice per payment request
4. Contracts provided as support must be fully executed, both signed and counter signed, before submitting a payment request
5. Write in the note section of the submission when:
 - a. The payment request amount does not tie to the support provided
 - b. If deposit is needed before contract is signed and fully executed agreement is not available
6. If separate checks are needed for a single submission, please specify. Otherwise, it is assumed that one check is acceptable
7. PO Box addresses cannot receive overnight mail per the US Postal Service
 - a. If you need to overnight payment to a vendor with a PO Box address, please confirm another, non-PO BOX address to send overnight payment to
 - b. If there are no other mailing addresses, ACH or Wire payments are our preferred methods for immediate payments. Please work with the vendor to secure their electronic banking information and submit with request form