



WESTERN
NEW MEXICO UNIVERSITY

POLICY NAME	Accounts Payable Check Approval Policy	POLICY NO.	BA411
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs – Accounts Payable		
EFFECTIVE DATE	15-DEC-2014	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

To establish thresholds for approval of accounts payable checks and invoices.

POLICY:

Accounts Payable checks with invoices of an amount equal to or greater than \$1,000 require approval. Accounts Payable checks in an amount greater than \$7,500 require approval, even if each associated invoice is less than \$1,000.

All procurement card purchases of an amount equal to or greater than \$1,000 require approval.

All approvals, as stated above, are to be made by the Executive Director of Accounting or their designee.