



INVOICE PAYMENT POLICY

From the Office of Carolyn Parnell
Chief Information Officer, State of Minnesota

Version: 1.0
Approved Date: July 1, 2013
Approval: *Carolyn Parnell*

Policy Statement

MN.IT Accounts Payable will automatically pay invoices where the dollar amount, the product quantity and product received exactly match the information on the purchase order, the packing slip and the invoice without further review or approval. Additional review and approval is only required in case of variances.

Reason for the Policy

This policy will increase the efficiency of the payment process and eliminate redundant and unnecessary steps for approval when all components of the function match.

Roles and Responsibilities

MN.IT Services staff and agency staff who are involved in the receiving of and payment for IT goods and services are responsible for knowing and adhering to this policy.

MN.IT Services – Financial Management Division is responsible for maintaining this policy.

Applicability and Exclusions

This policy applies to all departments, agencies, offices, councils, boards, commissions and other entities in the executive branch of Minnesota State Government whose IT finances have been consolidated under MN.IT Services as of July 1, 2013.

Related Information

Document	Description
Electronic Documentation Policy	This document outlines the requirements for electronic receipts for the following processes: receipting, invoicing, purchase orders, packing slips, quotes and backup documentation.
Receipt Form	This document is an online receipt form that details the information needed for receipt and invoice processing and must be filled out for all items received.
Receiving Procedures	This document describes the process for staff (MN.IT or agency) who receives goods or services locally.
Invoice Processing Procedures	This document describes the process for MN.IT Services Accounts Payable staff who process invoices.
M.S.16A.124 Prompt Payment of	This statute outlines the requirements to make payments to vendors within 30 days.

Document	Description
State Agency Bills Required	

History & Ownership

Revision History – record additions as Major releases, edits/corrections as Minor

Date	Author	Description	Major #	Minor #

Review History – periodic reviews to ensure compliance with program

Date	Reviewer	Description	Compliance

Approval History – record of approval phases

Phase	Description	Date

Contact:

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