



MDAD Standard Operating Procedure (SOP)

SOP No.: 14-01

Effective: 5/1/14

SUBJECT: Accounts Payable – Invoicing Procedures

Effective as of the date of this SOP, the following rules will be followed by the Accounts Payable Section of Aviation Finance for processing invoices payable which do not have discrete invoice identification numbers:

Utilities and Subscriptions

Use the following format: account number[space]date (six digits, no punctuation)

EXAMPLE: For water and sewer bill account number 1234567 with a billing date of 3/15/2014, the invoice number would be: **1234567 031514**

Registration for Conferences, Seminars and Other Meetings and Events

Use the following format: firstinitiallast name[space]REGISTRATION[space]date (six digits, no punctuation)

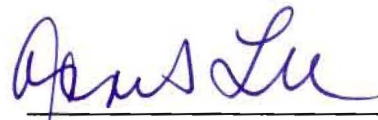
EXAMPLE: For Omar James' seminar registration with a check request memo date of 3/15/14, the invoice number would be: **OJAMES REGISTRATION 031514**

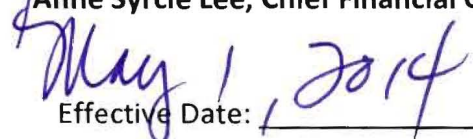
Parking Stickers

Use the following format: Org[space]PARKING[space]STICKERS[space]date (six digits, no punctuation)

EXAMPLE: For parking stickers ordered 3/15/14, with instructions to pay from AV0101, the invoice number would be: **AV0101 PARKING STICKERS 031514**

Please see Payables Manager for guidance concerning other invoices that require creating an invoice number and do not fall into one of the above categories.



Anne Syrcle Lee, Chief Financial Officer

Effective Date: _____