



County of Riverside
OFFICE OF THE AUDITOR-CONTROLLER
STANDARD PRACTICE MANUAL

		SUBJECT: OVERNIGHT RUSH VOUCHERS
SECTION:	2	CATEGORY: ACCOUNTS PAYABLES POLICIES
POLICY NUMBER:	209	
REVISED DATE:	04/27/15	APPROVED BY: <i>Paul Angulo</i>

PURPOSE: To establish standard guidelines for County departments, agencies, and special districts on the submittal and approval of Overnight Rush Vouchers that are submitted to the Auditor-Controller's Office (ACO) for processing.

SCOPE: Applies to all County departments, agencies, special districts, and authorities that are governed by the Riverside County Board of Supervisors and/or which maintain funds in the County Treasury.

POLICY: This policy details the overall responsibilities and processes to be followed when requesting an accounts payable voucher to be approved and paid in a "rush" status.

PROCEDURE: The Overnight Rush process requires that vouchers meet qualifying criteria in order to be approved for expedited payment. This process includes, voucher entry into the Financial System, the documentation required for submittal, and the deadlines that must be adhered to in order for payment to be issued in the next applicable Pay Cycle (warrant or electronic). The procedures for the Overnight Rush Voucher process are outlined in detail below.

SECTION	2
POLICY NUMBER	209
REVISED DATE	4/27/15

TYPES OF OVERNIGHT VOUCHER PAYMENTS

The Auditor-Controller’s Office has established this SPM to define what types of vouchers would qualify as a rush payment. Typically, the County of Riverside pays vendors within 30 days from the date of goods purchased or services performed. There are a number of circumstances when payment must be expedited. The ACO has established a list of voucher payments that may or may not be considered for daily Overnight Rush Processing.

1) **Qualifying** Types of Overnight Rushes:

- Leases (Building and Rent)
- Discounts* (Invoices with Discount Terms)
**Past due/lost discount items do not qualify for rush status*
- Court Ordered Payments
- Debt Service Payments
- Vouchers relating to an Emergency Service

2) **Non-Qualifying** Types of Overnight Rushes:

- Revolving Fund/Petty Cash replenishments
- Employee Reimbursements
- General Fund Vouchers greater than \$500,000.00
- Procurement Cards (P-Cards)
- Invoices not due for several days or weeks
- Credit Cards/Large payments with multiple purchases or receipts
(example: Walmart, Costco, Smart & Final, Stater Bros.)

DEPARTMENT RESPONSIBILITIES

1) ACCOUNTS PAYABLE VOUCHER PROCESSING

- a. When entering a voucher as an overnight rush payment, select either “OH” Overnight Hold or “OM” Overnight Mail as the voucher payment handling code in PeopleSoft Financials. SPM 210 Warrant Payment Handling Codes and Distribution provides a detailed explanation on all payment handling codes and their associated terms.
- b. Ensure the voucher is matched (if a Purchase Order is applicable), budget checked, and department approved prior to submitting the voucher documentation to the ACO for review. If further instructions are needed on entering a voucher for payment into the PeopleSoft Financial System, refer to SPM 203 Processing Vouchers.

SECTION	2
POLICY NUMBER	209
REVISED DATE	4/27/15

2) VOUCHER SUBMITTAL

- a. Ensure the voucher meets one of the qualifying types of vouchers described above.
- b. The Voucher Batch Coversheet should have “Overnight Rush” selected under Type of Voucher to identify it for rush processing. You may submit several overnight vouchers using one Voucher Batch Coversheet (see attachment)
- c. Supporting documentation for each voucher must be included.
- d. Extraordinary overnight rush requests require advance approval from the Auditor-Controller Accounts Payable Supervisor or Manager. Written requests are to be sent to aco_ap@co.riverside.ca.us

3) TIMELINESS

- a. Overnight Rush requests are due to the front desk window of the ACO no later than 2:30 pm on the business day on which the request is being submitted.
- b. Requests received after the 2:30 pm deadline will be included in the voucher approval process the following business day.

AUDITOR-CONTROLLER RESPONSIBILITIES

1) REVIEW

- a. The ACO Accounts Payable Supervisor or Manager will review each voucher to determine if it meets the overnight rush criteria.
- b. Items meeting rush status criteria will be reviewed between 2:30 pm and 3:30 pm daily.
- c. Requests not qualifying or have not received prior approval from the ACO AP Supervisor or Manager will be approved the following business day.
- d. During peak voucher processing times (month-end and year-end), overnight rush requests submitted to the ACO for approval may not be approved until the following business day.

SECTION	2
POLICY NUMBER	209
REVISED DATE	4/27/15

SAMPLE BATCH COVERSHEET



**VOUCHER BATCH
COVER SHEET**

AC AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

FISCAL YEAR _____

ACCOUNTING PERIOD _____

BUSINESS UNIT _____

TOTAL VOUCHERS SUBMITTED _____

Circle One Type of Voucher:

OVERNIGHT RUSH

EMPLOYEE REIMBURSEMENT

REGULAR VOUCHER

REMINDERS:

Are the vouchers department approved?

Are the vouchers placed in sequential order?

Is there one binder clip, rubber band or paper clip for each batch? Do not staple multiple vouchers together.

Did you submit one voucher batch per type of voucher?

Did you put the correct accounting period on the batch cover?

SECTION	2
POLICY NUMBER	209
REVISED DATE	4/27/15