

# Kids Central, Inc. System of Care Policy & Procedure

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**Series:** Finance, Accounting and Contracts

**Policy Name:** Approving Invoices from Contracted Services

**Policy Number:** 940

**Origination Date:** 12/10/10

**Revision Date:**

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## **Policy:**

To ensure the timely review and processing of invoices received from subcontracted providers, it is the policy of Kids Central, Inc. to maintain accurate accounting of all expenditures and deliverables required through the standard contract. In this regard, procedures will be in place to address the following:

- The Contracts Manager reviews all Invoices received from subcontracted providers.
- A document defined as an Invoice is provided as an attachment in the provider's current approved contract. Upon receipt of a completed Invoice, a review for accuracy, reasonableness, and allowable costs will be conducted.
- Diligent efforts, by the Contracts Manager, are made to collect all documentation required to approve the Invoice. Once approved the Contracts Manager has authorization to sign and date the document. The Contract Manager then forwards the invoice to Accounting for processing through Accounts Payable.
- Discrepancies found will be researched by the Contracts Manager prior to authorization of the document. The Contract Manager will work with the provider and other Kids Central staff as needed to resolve the discrepancy. If the discrepancy cannot be resolved, then the invoice may be elevated to a member of the Executive Team.
- Contracts Manager allocates costs appropriately as defined in the Cost Allocation Plan submitted to the State of Florida.
- Copies of approved documents are filed in the "Fiscal" section of the contract file.

## **Approved By:**

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Cynthia A. Schuler, Chief Executive Officer

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Date