



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

**SUBJECT:** Accounts Payable Downtime Processing

<b>SECTION:</b>	<b>8</b>	<b>CATEGORY:</b> Accounts Payable
<b>POLICY NUMBER:</b>	<b>804</b>	
<b>REVISED/ LAST REVIEWED:</b>	<b>3/25/02</b>	<b>APPROVED BY:</b> <i>Robert Byrd</i>

**PURPOSE:** To provide an emergency contingency plan for Accounts Payable processing during periods of system outages in excess of 24 hours duration.

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

**POLICY:** Only emergency Accounts Payable transactions will be administered by the Auditor-Controller's Office (ACO) on a manual basis.

**PROCEDURE:** All requests will be reviewed and evaluated by the ACO for appropriate action.

Departmental Procedures:

1. Contact ACO to discuss emergency request.
2. If accepted, submit manual voucher form with backup documentation and authorized signatures to the ACO.

ACO Procedures:

1. Review documentation for appropriateness.
2. Verify accounting structure for sufficient appropriations and cash.
3. Prepare manual warrant outside of financials system.
4. Release warrant via mail or return to the issuing department.

After System Recovery:

1. ACO must manually input all required information into the financial system.

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