OBJECTIVE

To facilitate the processing of invoices for items that cannot reasonably be managed with, or do not require because of inherent characteristics, a Purchase Order or Procurement Card Process.

SCOPE

These invoices may be presented by using one of two standard forms for the submission of all direct payment requests. Only those items listed below are approved to be processed as a direct payment on the Payment/Reimbursement Request Form to Accounts Payable or the Project Payment/Reimbursement Form to Construction Finance:

1. Artwork/Design
2. Deposits – Non-Construction Projects
3. Fines
4. Insurance
5. Internet Access
6. Legal
7. Meals and Entertainment (requires responsible Senior Vice President or Executive Vice President approval up to $250.00; Chief Executive Officer approval greater than $250.00)
8. Memberships
9. Outsourced Food (requires responsible Senior Vice President or Executive Vice President approval up to $250.00; Chief Executive Officer approval greater than $250.00)
10. Payroll Related Items
11. Postage Refill
12. Property Taxes
13. Reimbursement [i.e. Awards (Airport Security/ Art Show only, Concession Refurbishment, Customer Refunds, Employees, Lost and Found, and Petty Cash)
14. Short-Term Temporary Labor Expense
15. Subscriptions
16. Target Market Advertising
17. Telephone
18. Utilities
19. Webinars (On-Airport)

The purchase of any such items must comply with any separate policy and procedure applicable in the Policy and Procedure Manual (i.e. travel, construction contracts, etc.)

FORMS

The following forms are available on the Aviation Authority intranet:

Payment/Reimbursement Request Form to Accounts Payable
Project Payment/Reimbursement Request Form to Construction Finance

APPROVAL AND UPDATE HISTORY

Format and Re-Numbering Authority	Aviation Authority Board: August 28, 1991 (4R)
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Supersedes	Formerly Policy 1010.07 All Previous