

**Hektoen Institute**  
**Accounts Payable Procedures & Policies**  
*Payments for Grant Related and Other Hektoen Expenses*

**Policy:**

It is the policy of Hektoen Institute to pay all grant related and other Hektoen expenses in a timely manner.

**Procedures:**

Hektoen's procedures regarding generating checks to reimburse employees for grant related expenses or to pay bills related to grants and other Hektoen activities are listed as following:

**Regular Payment: - Weekly on Fridays**

Documents to be paid must be in the Accounting Office Accounts Payable Inbox no later than 4:30 p.m. on Friday to be processed in the preceding week. **Do not expect a check within a week time frame, if the documentation was not submitted on time. There will be no exception to this rule.**

Checks will be ready for pickup on Fridays at 3PM. If you need to pick up a check prior to this time, please call ahead to confirm that the check is ready to be picked. You can contact Alicia Jones or Lavenia Bell at (312) 948-2504 or (312) 948-2534.

**Emergency Payments:**

Emergency payments are set up to facilitate a short term turnaround time for transactions that were not anticipated in sufficient time to be considered for regular Friday payments.

- Payments related to payroll taxes and other payroll related transactions when necessary.
- Payments related to activities that will result in severe harm to patients, if payment is not received.(AFC- Emergency Cash Assistance Payments)
- Payments to keep lab and office equipment in working order.

Dennis Ronowski (Administrator) or Yulanda Brown (Controller) must approve any exceptions from these criteria. Such approvals must be made within the specified time limits mentioned above.

**Approval:**

The Principal Investigator for the grant or (supervisor in the absence of the Principal Investigator) must approve all documents prior to submission to the Accounts Payable Department. No payment will be made without the proper approvals. Also, no payment will be made with missing information on the check request forms and reimbursement forms. All forms must be filled out in its entirety to be processed for payment. This means that all documentation should have the grant number, PI contact information, amount, and etc. If the documentation received by our office is not completed properly, the documentation will be returned to original source. Also, Hektoen can not make payments based on duplicates or copies of receipts. If you have the original documentation, please make a copy for yourself and submit the original to Hektoen.

**Contractors/Subcontractors:**

Hektoen requires that all invoices related to Contractual Services or Subcontract services be accompanied by the social security number or FEIN for 1099 purposes. Also, a W-9 form should be established if the contractor is new to Hektoen. This information is a requirement for payment or disbursement.