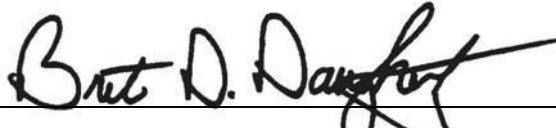




## Department Policy No. FIN-118-20

<b>Title:</b>	Rapid Invoice Payment (RIP) Processing
<b>Authorizing Source:</b>	SAAM 20 SAAM 85.32.60 <a href="#">OFM's Approving letter for RIP</a>
<b>Information Contact:</b>	Chief Financial Officer Building #1 (253) 512-8115
<b>Effective Date:</b>	March 6, 2020
<b>Mandatory Review Date:</b>	March 6, 2024
<b>Revised:</b>	New
<b>Approved By:</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

### Purpose

Rapid Invoice Processing (RIP) is a process in which qualifying invoices are sent directly to the Accounting Section for payment without prior review and approval from the program staff that initiated the purchase. This approach allows eligible invoices to be paid more quickly and is intended for invoices that are routine and predictable. The purpose of this policy is to document the process for Washington Military Department (WMD) programs and business units to authorize the Accounting Section to pre-approve certain invoices for rapid invoice processing.

### Scope

This policy applies to state employees of the WMD and federal employees who share responsibility for expenditure of state funds.

### Policy

1. To enable expedient payment of routine bills, the State Finance Division allows programs of the WMD to opt into a RIP process. Under RIP, program staff have invoices sent directly from the vendor to the Accounting Section of the State Finance Division. The Accounting Section will pay the invoice by the due date listed on the invoice and apply the charge to a pre-determined charge code as directed by program staff, rather than sending the invoice to program staff for approval and coding first. This process is intended for invoices that are

routine in timing, consistent and predictable in amount, however it could be used for other invoices as well.

2. Agency programs that wish to participate in RIP must submit the request in writing to the Accounting Section. The program and the Accounting Supervisor must mutually agree that the type of invoice (vendor, purpose and frequency) are suitable for RIP processing.
3. The Accounting Section is responsible for maintaining documentation of which invoices are to be paid using RIP and how they are to be paid.
4. All invoices paid using RIP will be kept by the Accounting Section.
5. The Accounting Section will initiate quarterly RIP Invoice Reviews with each program that participates in RIP processing to retroactively review paid invoices and confirm the charges were appropriate and assigned to the proper program index. One check just prior to fiscal year closeout will be conducted to allow for any end of year corrections. Programs participating in RIP processing may request additional reviews at any time.
6. The participating program will notify the Accounting Section in writing of any transactions that need correction by requesting a journal voucher (JV). When corrective accounting transactions are needed, those transactions will be made by the Accounting Section.
7. Program staff participating in RIP may opt out of participation at any time by submitting the request in writing to the Accounting Section.