

# Interstate Medical Licensure Compact

## Administrative Memo

Date: July 1, 2019  
Revised: NA

ADMINISTRATIVE MEMO NO. 2 – Fiscal matters involving contracts and invoices

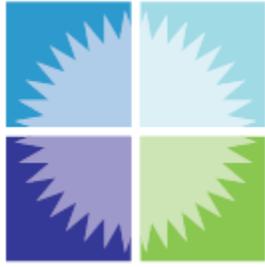
The Interstate Medical Licensure Compact Commission (“IMLCC”) in statute and rule established that the IMLCC can enter into contracts and pay for goods and services for the establishment, organization, and ongoing activities.

**ISSUE:** Effective Monday, July 1, 2019, for IMLCC FY2020 and moving forward, the executive director will enforce the following processes for contracting and payment of invoices.

- **IMLCC Statute, Section 12** – authorizes the payment of expenses of the IMLCC.
- **IMLCC Bylaws, Article IV** – charges the executive director with the monitoring of expenditures and execution of contracts

### PROCESS:

1. All contracts and agreements for payment of services by vendors may only be executed by the Executive Director, IMLCC Chair, or IMLCC Vice Chair. Any previously delegated authorizations to anyone other than those three persons are cancelled effective June 30, 2019. All automatic monthly payments must be converted to listing the Executive Director as the authorizing person no later than July 31, 2019. A list will be developed and maintained of all contracts and automatic payment authorizations.
2. All invoices must be submitted directly to the IMLCC bookkeeper, so that the bookkeeper can record the invoice and prepare it for authorization to pay. Only the IMLCC executive director and treasurer are authorized to expend IMLCC funds from the IMLCC accounts via check, ACH, debt card or other means.
3. Once an invoice is received, the bookkeeper will record the invoice, including date received, from whom, amount, invoice number (if none provided will create a number for IMLCC purposes), and other information necessary to establish an auditable record.
4. The bookkeeper will ensure funds are available to pay the invoice and the payment of the invoice has been authorized. In those cases where the invoice is from a member board requesting fees, that the payment transaction has been completed.
5. Part of that authorization process, for invoices involving IT related contracts and expenses, an email notification to the contractor charged with IT functions (“IT Manager”) and the Technology Chair that the invoice has been received and is being processed. The IT Manager or Technology Chair should provide approval to



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pay or withhold approval to pay within 5 business days of the email, unless additional time is requested.

6. Part of that authorization process, for all other invoices, will be an email notification to the Executive Director that the invoice has been received and is being processed. The Executive Director will pay the invoice or withhold payment.
7. If the IT Manager, Technology Chair, Treasurer, Executive Director or any other IMLCC responsible party, determine that approval to pay an invoice should be withheld, an email notice to the bookkeeper must be sent which states the reason and steps that must be taken to resolve the situation. It will be the bookkeeper's responsibility to notify the party that submitted the invoice that the invoice will not be paid until the resolution steps identified have been completed and that upon completion a new invoice must be submitted with the process starting over.
8. The bookkeeper will send an email notification to the Executive Director or the Treasurer, if the Executive Director is not available, that an invoice has been received and ready to be paid. The invoice will be paid, generally within 2 business days of the email, and the bookkeeper notified when that payment has taken place.
9. Automatic monthly payments can be authorized by the Executive Director or Treasurer, with the notice of the payment sent to the bookkeeper to be recorded.